

Republika ng Pilipinas  
(Republic of the Philippines)  
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS  
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)  
Maynila

December 9, 1983

MECS O R D E R  
No. 62, s. 1983

FURTHER IMPLEMENTATION OF THE CAREER PROGRESSION SYSTEM  
FOR PUBLIC SCHOOL TEACHERS (MASTER TEACHER PLAN)

To: Regional Directors  
Schools Superintendents

1. Inclosed is a copy of National Compensation Circular No. 24, dated May 20, 1983 on the subject: "Further Implementation of the Career Progression System for Public School Teachers", together with attachments.
2. Conformably to this Circular, qualified Master Teachers I may now be recommended for reclassification to Master Teacher II on the basis of guidelines given in MEC Order No. 10, s. 1979, following the procedure outlined in the attachment to the inclosed National Compensation Circular. Ranking elementary grades teachers may likewise be recommended for the Master Teacher I positions corresponding to the number of Master Teacher I positions recommended for reclassification to Master Teacher II.
3. Attention is invited to the qualification requirements for Master Teacher II given in the inclosure to the aforementioned MEC Order No. 10, s. 1979, specifically the portion which states that only accomplishments or activities which have not been credited for an earlier promotion may be considered for credits under the item, Leadership, Potential and Accomplishments.
4. The number of Master Teacher II positions for each district shall not exceed fifty percent of Master Teacher I positions allotted to the district. Attention is further invited to No. 43, Implementing Details of NCC No. 24, regarding the submission of five copies of the Plantilla Allocation List to the Office of Compensation and Position Classification and the effectivity date of the Circular which is July 1, 1983.

(SGD.) ONOFRE D. CORPUZ  
Minister

Incls.:  
As stated

References:  
MEC Orders: Nos. (10) and 29, s. 1979

Allotment:  
1-2--(D.O. 1-76)

To be indicated in the Perpetual Index  
under the following subjects:

RULES & REGULATIONS  
SALARY  
TEACHERS

(Inclosure No. 1 to MECS Order No. 62, s. 1983)

Republic of the Philippines  
OFFICE OF BUDGET AND MANAGEMENT  
Malacañang, Manila

NATIONAL COMPENSATION CIRCULAR NO. 24  
May 20, 1983

To: THE MINISTER OF EDUCATION, CULTURE AND SPORTS  
ALL OTHERS CONCERNED

Subject: FURTHER IMPLEMENTATION OF THE CAREER PROGRESSION  
SYSTEM FOR PUBLIC SCHOOL TEACHERS

1.0 Purpose

This Circular is being issued in compliance with Executive Order No. 500 dated March 21, 1978 directing the implementation of the career progression system for public school teachers.

2.0 Coverage

- 2.1 Incumbents of positions covered by the Teachers Preparation Pay Schedule (TPPS) who are in the government service as of June 30, 1983 and who are actually teaching and who have regular teaching loads may be qualified for reclassification to Master Teacher I positions.
- 2.2 Incumbents of Master Teacher I positions as of June 30, 1983 may be qualified for reclassification to Master Teacher II positions.

3.0 Rules and Procedures

- 3.1 Master Teachers shall be selected on the basis of criteria promulgated by the Ministry of Education, Culture and Sports, Civil Service Commission, and the Office of Budget and Management in accordance with the provisions of Executive Order No. 500 dated March 21, 1978 as implemented under NBC No. 303.
- 3.2 Incumbents of Master Teacher I positions may qualify for promotion to Master Teacher II, subject to the criteria indicated in 3.1 above.

- 3.2.1 Recommendations for Master Teacher positions shall be supported by the necessary justification/documents in accordance with the criteria referred to in Paragraph 3.1 of this Circular.
- 3.2.2 If there are not enough qualified teachers in the district to fill the number of Master Teacher positions allotted to it, the positions may be filled by qualified teachers from other districts, provided that such teachers shall serve in the districts where the Master Teacher positions have been allotted, and provided further, that there are vacant EGT positions in the district.
- 3.3 The rate of compensation of Master Teacher I shall correspond to that of Elementary School Principal I, R-61 at ₱13,056 p.a. while that of Master Teacher II to that of Elementary School Principal II, R-63 at ₱14,304 p.a.
- 3.4 All Master Teachers shall be under the administrative supervision of school heads where they are assigned notwithstanding their rank and salary.
- 3.5 Positions for Master Teachers in the secondary level may be created by the local governments or schools concerned provided they are given on the basis of the criteria specified, and at the rates indicated, e.g. Master Teacher I equivalent to Elementary School Principal I, Master Teacher II equivalent to Elementary School Principal II, etc., subject to availability of funds.

#### 4.0 Implementing Details

- 4.1 The Regional Director of the MECS shall prepare for purposes of the salary adjustments as a result of the reclassification under this Circular, a Plantilla Allocation List indicating the school/school division where the reclassified position is carried in the prescribed form herein attached as Annex "A".
- 4.2 The Plantilla Allocation List shall be certified correct on each page by the Administrative Officer

and approved by the Minister of Education, Culture and Sports.

4.2.1 The accountant shall certify that the additional cost for reclassification does not exceed the lump-sum allocated for the purpose.

4.3 The original and five (5) copies of each of the Plantilla Allocation List shall be submitted to the Office of Compensation and Position Classification (OCPC). After verification, the OCPC shall furnish the a) Budget Operations Office I, for release of payment; b) the Civil Service Commission Regional Offices concerned, a copy of the approved Plantilla Allocation List which shall serve as the Plantilla Appointment Proposal; c) a copy to the Commission on Audit, for compliance with auditing requirements; d) a copy to the Data Processing Service of the Ministry of the Budget for verification of the correctness of payments made; e) a copy to the Regional Offices of the MECS. The original shall remain with OCPC for purposes of records, control and post-audit.

4.4 The Regional Director shall notify the teacher in writing of his reclassified position and the corresponding salary adjustment under this Circular through a notice of Salary Adjustment, as prescribed herein, attached as Annex "B", subject to review by proper authorities. A copy of this Notice of Salary Adjustment shall be furnished the GSIS.

5.0 Responsibility of Head of Agency

5.1 The Regional Director shall be held personally liable for any payment of the salary adjustment not in accordance with this Circular, and for the non-submission of the required reports without prejudice, however, to the refund of any excess payments by the employee concerned.

5.2 The Regional Director shall submit the Plantilla Allocation List referred to in par. 4.1 within 45 days from the receipt of this Circular. Failure to submit the Plantilla Allocation List shall cause the suspension by the Ministry of the Budget of the approval of the Special Budget pursuant to Section 40 of PD No. 1177.

6.0 Payment and Allotment and Accounting Procedures

6.1 Payment of salary increases from lump-sum appropriations authorized for the reclassification to Master Teacher positions shall be made in accordance with a special budget subject to approval by the Office of Budget and Management which shall include the Plantilla Allocation Lists.

7.0 Contribution to GSIS

7.1 The salary increase herein authorized is subject to GSIS retirement and life insurance premium of a member-beneficiary.

8.0 Funding

8.1 The amounts needed to implement the salary increases herein provided shall be charged against the lump-sum appropriation for Master Teacher positions as authorized in the PSI, CY 1983.

9.0 Saving Clause

9.1 Cases not covered by this Circular shall be referred to the Minister of the Budget.

10.0 Effectivity

This Circular shall take effect July 1, 1983.

(SGD.) MANUEL S. ALBA  
Minister of the Budget

A true copy

NAME OF AGENCY  
NOTICE OF SALARY ADJUSTMENT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Sir / Madam :

Pursuant to National Compensation Circular No. \_\_\_\_\_ implementing Executive Order No. 500 your position has been reclassified to Master Teacher \_\_\_\_\_ effective July 1, 1983 with corresponding salary adjustment as follows:

Position and salary range \_\_\_\_\_

Item No. \_\_\_\_\_ Page \_\_\_\_\_ B.P. Blg. \_\_\_\_\_

Basic Annual salary as of June 30, 1983 \_\_\_\_\_

Add: Salary Adjustment

Salary as adjusted, effective July 1, 1983 \_\_\_\_\_

\_\_\_\_\_  
This salary adjustment is subject to review and post-audit by the Office of Compensation and Position Classification (OCPC) and the appropriate readjustment and refund if found not in order.

Very truly yours,

cc:

\_\_\_\_\_  
Government Service Insurance System  
M a n i l a

(Inclosure No. 2 to WESS Order No. 62, s. 1983)

PLANTILLA ALLOCATION LIST  
(Name of Agency)

MCC No. \_\_\_\_\_

As of July 1, 1983

Item No.	Name of Employee	Position and Salary Range	Authorized Salary BP Blg. 230	Actual Salary 6-30-83	Position & Salary Range as Reclassified	Hiring Rate for Master Teacher	Salary Adjustment 7-1-83
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Division of Rizal	Agnes Carganilla	EGT-R-56	₱10,440	₱10,440	Master Teacher I R-61	₱13,056	₱2,616
Division of Pangasinan	Myrna Sadorra	Master Teacher II R-61	13,056	13,056	Master Teacher II R-63	14,304	1,248
Page Total							

Approved:

Head of Agency

Certified Correct:

Administrative Officer

Notes:

- 1 - The listing of positions in this form shall follow the order in the Plantilla of Personnel under BP Blg. 230.
- 2 - Totals of all pages of columns (4), (5) and (8) shall be summarized on the last page.
- 3 - The total annual salary adjustment for the position in the school/school division shall not exceed the allotment for the purpose under BP Blg. 230.