

Republic of the Philippines  
(Republic of the Philippines)  
MINISTRY OF EDUCATION, CULTURE AND SPORTS  
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)  
Manila

April 25, 1984

MECS C E D M S  
NO. 22, s. 1984

COOPERATION OF TEACHERS PARTICIPATING IN THE 1984 POLITICAL  
EXERCISES AND THE PRE-CHECKED PROCEDURES IN THE PAYMENT THEREOF

TO: Deputy Ministers  
Assistant Secretaries  
Regional Directors  
Schools Superintendents  
District Supervisors  
Principals

1. Pursuant to an agreement with the Commission on Elections and this Ministry, payment of per diems to teachers rendering services in connection with the 1984 political exercises shall be facilitated. The Commission on Elections shall release the needed amount to the Office of the Minister of Education, Culture and Sports. Checks covering the actual amount intended to the different school divisions shall be drawn and released through their respective Division Superintendents to cover the amounts needed to pay the per diems of the teachers and other school personnel within their jurisdiction. Regional Directors will be informed on the amount given to their Superintendents.
2. The check received by each Division Superintendent shall accordingly be deposited with the local PNB branch and shall only be withdrawn by him/her when ready to pay the teachers concerned. It is therefore understood that the Schools Superintendent shall be responsible and accountable for the proper management of the amount received by them.
3. The payment to teachers shall only be made on the basis of the payroll (in five copies) prepared by the School Principal or the MECS coordinator in every school where there are voting centers, certified correct by the School Supervisor and COMELEC representative, and duly approved by the Division Superintendent. In case there is deficiency in the amount allotted, this Office shall be advised immediately of the additional amount needed with the corresponding justification in order that the additional amount could be sent accordingly.
4. Within seven (7) days after the receipt of amount allotted for the compensation of registration duties and seven (7) days after the election exercises, the Division Superintendents shall submit to the Office of the Minister through their respective Regional Directors, a report of disbursement of the amount received by them for the purpose. The remittance for any unexpended amount shall be included in the

report together with the two (2) copies of the payrolls of teachers paid with their corresponding COMELEC Certification on their Oaths of Office executed by these teachers as members of the Citizens Election Committees.

5. Full cooperation of all concerned and strict compliance with this Order are desired.

(SGD.) JAIME C. LAYA  
Minister

Reference: MEC Memorandum: No. 72, s. 1981

Allotment: 1-2-3-4--(D.O. 1-76)

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

ELECTIONS  
OFFICIALS  
SALARY  
TEACHERS