

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

July 3, 1984

MECS O R D E R
No. 33, s. 1984

IMPLEMENTATION OF DULY POST-AUDITED EQUIVALENTS RECORD FORMS

To: Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units
Schools Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. Inclosed is a copy of Circular Letter No. 84-4 dated May 30, 1984 entitled "Implementation of Post-Audited Equivalents Record Forms (ERFs) of Teachers Under the Ministry of Education, Culture and Sports and State Universities and Colleges".
2. Conformably to this Circular Letter the salaries of those whose positions are covered by the Teachers Preparation Pay Schedule (TPPS) indicated in Annex "A" of the inclosure shall be adjusted on the basis of an approved Equivalents Record Form. It is stressed that only those whose ERFs have been post-audited by MECS, Central Office, as of April 30, 1984, shall be entitled to this adjustment. This means that all those with approved ERFs from January 1, 1977 to April 30, 1984, are entitled to adjustment in accordance with the provision of the aforementioned Circular Letter. The adjustment shall take effect July 1, 1984.
3. In this connection, it is desired that the Plantilla Allocation Lists by Divisions/Schools concerned (see Annex "B") be prepared and submitted to this Office in six (6) copies immediately but not later than July 30, 1984. The teacher or individual shall be notified in writing of his/her adjusted salary in the prescribed form (Annex "D") under the said Circular Letter.
4. With regard to future action on Equivalents Record Forms, all officials concerned are enjoined to make thorough verification of credits claimed. It has been alleged by certain parties that some teachers have claimed graduate credits earned through correspondence courses or without actually attending classes. This practice cannot be tolerated and all such cases shall be subject to disciplinary action, with any payments received subject to refund.
5. Please be guided accordingly.

(SGD.) JAIME C. LAYA
Minister

Incl.: As stated
Reference: MECS Order No. 32, s. 1984
Allotment: 1-2-3 (D.O. 1-76)
To be indicated in the Perpetual Index under the following subjects:
PLANTILLA SALARY TEACHERS

(Inclosure to MECS Order No. 33, s. 1984)

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

Circular Letter No. 84-4
May 30, 1984

TO : THE MINISTER OF EDUCATION, CULTURE AND SPORTS
HEADS OF STATE UNIVERSITIES AND COLLEGES

SUBJECT : IMPLEMENTATION OF POST-AUDITED EQUIVALENTS RECORD FORMS
(ERFS) OF TEACHERS UNDER THE MINISTRY OF EDUCATION, CULTURE
AND SPORTS AND STATE UNIVERSITIES AND COLLEGES

1.0 Purpose

This Circular is issued to implement the Equivalents Record Forms (ERFs) duly post-audited from January 1, 1977.

2.0 Coverage

Teachers occupying authorized positions in the Personal Services Itemization (PSI) and in authorized special budgets who are holders of ERFs post-audited on or after January 1, 1977, as follows:

- 2.1 Teaching Group - All positions under the Teachers Preparation Pay Schedule, attached as Annex A.
- 2.2 School, College and University Librarian Group - School Librarian, Junior College Librarian, College Librarian I.

3.0 Definition

- 3.1 Present Salary - For purposes of this Circular, the present salary shall mean the actual salary of the incumbent of a teaching position including his merit increase if any, as of June 30, 1984.
- 3.2 ERF - Equivalents Record Form duly post-audited by the MECS, and the respective state universities and colleges.

4.0 Procedure for Adjustment

- 4.1 The present salary of holders of ERFs duly post-audited as B.S.E. + 20, R-57 but occupying a position authorized as B.S.E., R-56, shall be adjusted by one salary step in Level I in the revised Teachers Preparation Pay Schedule (TPPS), herein attached as Annex "A".

Example: A. If the present salary is ₱11,484, it shall be adjusted to ₱12,000, the hiring rate for R-57 (B.S.E. + 20) in the TPPS.

B. If the present salary is ₱12,000 it shall be adjusted to the next higher rate at ₱12,564.

4.2 The present salary of holders of ERFs duly post-audited as M.A. or M.A. Equivalent but occupying a position authorized as B.S.E., R-56 shall be adjusted by two salary steps in Level I in the revised Teachers Preparation Pay Schedule (TPPS).

Example: If present salary is P 11,484, it shall be adjusted to P 12,564, the hiring rate for R-58 (M.A.) in the TPPS.

4.3 The present salary of holders of ERFs duly post-audited as M.A. or M.A. Equivalent but occupying a position authorized as B.S.E. + 20, R-57, shall be adjusted by one salary step in Level I in the revised Teachers Preparation Pay Schedule.

4.4 The same procedure of adjustment under 4.1, 4.2 and 4.3 hereof shall apply to teachers occupying positions in the other higher Classification levels in the Teachers Preparation Pay Schedule (TPPS).

4.5 The salary range of the position of holders of post-audited ERFs at B.S.E. + 20 or M.A. or M.A. Equivalent is upgraded to the range corresponding to the post-audited ERF, in the TPPS.

5.0 Implementing Details

5.1 The Regional Director of the Ministry of Education, Culture and Sports, the Heads of state universities and colleges shall prepare for purposes of this adjustment Plantilla Allocation List in the prescribed form herein attached as Annex "B", containing the following information about the teacher beneficiary:

1. Item No. BP., Blg. 640
2. Item No. BP., Blg. 230
3. Name of Teacher
4. Class Title of Position per BP Blg. 640
5. Class Title of Position per OCPC Records
6. Salary Range under BP Blg. 640
7. Adjusted Salary Range of ERF, post-audited on or after January 1, 1977
8. Present Salary (Including merit increase if any as of June 30, 1984)
9. Adjusted Salary effective July 1, 1984
10. Salary Difference
11. Remarks

5.2 The Plantilla Allocation List shall be certified correct on each page by the Regional Director and approved by the Minister of Education, Culture and Sports, for SUCs, by the Personnel Officer and Administrative Officer and approved by the head of state university/college.

5.3 The original and five (5) copies each of the approved Plantilla Allocation List shall be furnished the Office of Compensation and Position Classification (OCPC).

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After verification the OCPC shall furnish the Budget Operations Office I (B-1) a copy of the approved Plantilla Allocation List as basis for release of payment; a copy to the Civil Service Commission to serve as the Plantilla Appointment Proposal; a copy to the Commission on Audit (COA) for its auditing requirements; a copy to the Payroll Services Division of the Data Processing Service (DPS) of the Office of Budget and Management for verification on the correctness of payment made; and a copy returned to the regional offices of the Ministry of Education, Culture and Sports/state university or college.

- 5.4 The Regional Director, MECS/Head of the university/college shall notify the teacher in writing of his adjusted salary under this Circular through a notice of salary adjustment in a prescribed form herein attached as Annex "D" subject to review by proper authorities.

6.0 Responsibility of Head of Agency

The Regional Director/Head of the state university/college shall be held personally liable for any payment of the increase of salary which is not in accordance with this Circular, and for the non-submission of required report without prejudice to requiring employee to refund any excess payment.

7.0 Payment of Allotment and Accounting Procedures

The Department Chief Accountant of the MECS/the accounting officer of each state university/college shall accomplish and submit to the Office of Budget and Management not later than 15 days from the end of each month a statement of actual payment of salary differential (Annex "C") made during the preceding month on the basis of which the allotment and cash required for the purpose shall be issued.

The Regional Director of the MECS/Head of state university/college shall submit on or before the end of the 3rd quarter of the year, the Plantilla of Payment of Salary Adjustment herein authorized.

Failure to submit the approved six (6) plantillas as required herein shall cause suspension by the Office of Budget and Management of the release of the allotment and cash requirement for the succeeding quarter.

8.0 Contribution to GSIS

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

9.0 Saving Clause

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

10.0 Effectivity of the Salary Adjustment

The salary adjustment herein referred to shall take effect July 1, 1984.

Done in the City of Manila this 30th day of May, in the year of Our Lord, nineteen hundred and eighty-four.

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

TEACHERS PREPARATION PAY SCHEDULE (TPPS)
EFFECTIVE MAY 1, 1984

<u>Class Title</u>	Hiring Rate under NCC No. 27 dated May 15, 1984				
	<u>Below NTC</u>	<u>Teachers Certi- ficate</u>	<u>BSE</u>	<u>BSE+20</u>	<u>MA</u>
LEVEL I					
Elementary Grades Teacher)					
Guidance Counselor)					
Kindergarten Teacher)	<u>R-54</u>	<u>R-55</u>	<u>R-56</u>	<u>R-57</u>	<u>R-58</u>
Secondary School Teacher)	<u>P10512</u>	<u>P10992</u>	<u>P11484</u>	<u>P12000</u>	<u>P12564</u>
Penal Institution Teacher)					
II					
Elementary School Head)					
Teacher)					
Guidance Coordinator)		<u>R-56</u>	<u>R-58</u>	<u>R-59</u>	<u>R-61</u>
Penal Institution Head)		<u>P11484</u>	<u>P12564</u>	<u>P13128</u>	<u>P14364</u>
Teacher)					
School Farming Coordinator)					
Secondary School Head)					
Teacher I)					
Special Education Teacher)					
III					
Junior College Instructor)					
Secondary School Head)					
Teacher II)		<u>R-58</u>	<u>R-61</u>	<u>R-62</u>	<u>R-63</u>
Teacher Training Instruc-)		<u>P12564</u>	<u>P14364</u>	<u>P15036</u>	<u>P15744</u>
tor)					
IV					
Secondary School Head)					
Teacher III)		<u>R-61</u>	<u>R-63</u>	<u>R-64</u>	<u>R-64</u>
Vocational Instruction)		<u>P14364</u>	<u>P15744</u>	<u>P16476</u>	<u>P17256</u>
Supervisor I)					
LEVEL V					
Secondary School Head)					
Teacher IV)			<u>R-65</u>	<u>R-66</u>	<u>R-67</u>
Vocational Instruction)			<u>P17256</u>	<u>P18060</u>	<u>P18924</u>
Supervisor II)					
School Librarian	<u>R-54</u>	<u>R-55</u>	<u>R-56</u>	<u>R-57</u>	<u>R-58</u>
	<u>P10512</u>	<u>P10992</u>	<u>P11484</u>	<u>P12000</u>	<u>P12564</u>

Junior College Librarian		<u>R-58</u> P12564	<u>R-61</u> L4364	<u>R-62</u> P15036	<u>R-63</u> P15744
College Librarian I			<u>R-62</u> P15036	<u>R-64</u> P16476	<u>R-66</u> P18060
Assistant Instructor,	R-59	P13128	-	ES Degree	
Instructor I,	R-62	15036	-	ES Degree	
Instructor II,	R-64	16476	-	Master's Degree	
Instructor III,	R-66	18060	-	Doctor's Degree	
Master Teacher I	R-61	P14364	-		
Master Teacher II	R-63	15744	-		
Master Teacher III	R-65	17256	-		
Master Teacher IV	R-67	18924	-		

Plantilla Allocation List
MECS, Regional Office No. _____

Place _____

Item No. BP. Blg.	BP. Blg.	Name of Teacher	Class Title of Pos. BP. Blg. Per OFC	Salary Range BP. Blg. Per ERF as Post-Audited	Present Salary (including Merit Increase, if any) as of June 30, 1984	Adjusted Salary effective July 1, 1984	Salary Difference	REMARKS		
640	230		640	640						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
6	5	Agnes L. Canga-nilla	Elementary Grades Teacher	Elementary Grades Teacher	R-56	R-57	P11,484	P12,000	P516	
4	3	Myrna Sadorra	Elementary Grades Teacher	Elementary Grades Teacher	R-57	R-58	12,000	12,564	564	
3	2	Nina Bonita	Elementary Grades Teacher	Elementary Grades Teacher	R-56	R-58	11,484	12,564	1,080	

Certified Correct:

Regional Director

Ministry of Education, Culture and Sports

The Office of Budget and Management
Manila

Attention: Budget Operations Office I

S i r :

Pursuant to Circular Letter No. _____ dated _____,
I hereby request for the release of an allotment of P _____,
_____ from the _____ Fund, Item _____, page
_____ of BP Blg. 640 to cover disbursement on salary increases
for Teachers made by the Ministry of Education, Culture and Sports
during the month of _____ for ERF implementation.

The above amount and the attached supporting documents are
hereby certified to be correct.

Very truly yours,

Head of Agency

Chief Accountant

Notice of Salary Adjustment

Mr./Ms. _____

Sir/Madam:

Pursuant to Circular Letter No. _____, implementing
LOI No. _____, your salary has been adjusted as follows: effective
July 1, 1984:

Title of Position: _____	
Item No. _____	Page _____ of BP Blg. 640
Authorized Salary Range under BP Blg. 640	R- _____
Salary Range as of June 30, 1984	R- _____
Upgraded: Salary Range per ERF effective July 1, 1984	R- _____
Basic Salary as of June 30, 1984 (Including the merit increase if any)	P _____
Salary Adjustment due to upgraded ERF	P _____
Total Adjusted Salary	P _____

This salary adjustment is subject, however, to review and post-audit by the Office of Compensation and Position Classification (OCC) and to appropriate correction and refund if found not in order.

Very truly yours,

By Authority of the Regional Director

Schools Division Superintendent

- Copy furnished:
- Commission on Audit
 - Office of Budget and Management-OCPC
 - Government Service Insurance System
 - Civil Service Commission
 - Ministry of Education, Culture and Sports
 - Regional Director, MECS