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

October 22, 1984

MECS O R D E R No. 61, s. 1984

PROMPT ACTION ON APPOINTMENTS AND PAYMENT OF SALARIES OF TEACHERS

To: Regional Directors
Schools Superintendents
Vocational School Superintendents/Administrators

- This Office has received complaints that certain superintendents terminate the appointments of provisional/temporary teachers every year. Attention of Offices concerned is invited to Civil Service regulations which indicate that the employment status of "teachers" as defined under the Magna Carta for Public School Teachers (R.A. 4670) is not affected by Republic Act No. 6040 and, therefore, provisional and temporary appointments of teachers have no definite duration unless otherwise specified.
- 2. If the action of the Civil Service Commission contains a notation that the appointments shall continue only up to the end of a school semester or school year, then the appointment should be renewed if there is still a need for the services of the teacher and no qualified civil service eligibles are available.
- 3. Reports reaching this Office, however, imply that certain super-intendents renew temporary/provisional appointments, even if there is no need for such renewal considering that no notation in the effectivity of the appointment is made, for certain considerations. This practice should be stopped immediately. Superintendents are hereby advised not to require renewal of provisional or temporary appointments unless the Civil Service Commission indicates a specific period for such appointment to be in force.
- 4. At this juncture, it may also be mentioned that in spite of previous instructions from this Office to facilitate appointments and payment of salaries of teachers, complaints are still received regarding delayed salaries of teachers. Department Memorandum No. 7, s. 1978, entitled "Minimizing Delay in the Payment of Teachers' Salaries", copy attached, is again issued for the information, guidance and compliance of all concerned.
- 5. Representations have been made by this Office with the Civil Service Commission so that appointments of provisional and temporary teachers be approved without indicating duration conformably to R.A. 4670.
- Please be guided accordingly.

(SGD.) JAIME C. LAYA Minister

Incl.: As stated

References: MECS Order: No. 34, s. 1979; Department Memorandum: No. 7, s. 1978 and EPS General Letter: No. 97, dated July 17, 1970

Allotment: 1-2--(D.O. 1-76)
To be indicated in the Perpetual Index under the following subjects:
RULES & REGULATIONS SALARY TEACHERS

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Maynila

January 10, 1978

DEPARTMENT MEMORANDUM No. 7, s. 1978

MINIMIZING DELAY IN THE PAYMENT OF TEACHERS' SALARIES

To: Regional Directors
Schools Superintendents

- 1. Feedback from the CESO-BUDIRAS Mobile Information Teams who have returned from the fifteen-day Paglilingkod Bayan indicated that one of the major complaints of teachers everywhere is the delayed payment of salaries, particularly in the case of new appointees and substitutes.
- 2. This Office has repeatedly asked school officials concerned to see to it that there is no delay in the payment of salaries of teachers. A committee assigned to look into this matter has identified the causes of the delay. On the basis of the findings of the committee, the following guidelines are hereby issued for the guidance and compliance of all concerned effective immediately.
 - a. As directed in Department Memorandum No. 223, s. 1975, the school superintendent shall cause the preparation of the appointment of the new appointee within seven days from the date of the appointee's assumption to duty, furnishing the IBM, by the fastest means possible, a duplicate copy thereof duly signed by the superintendent which shall be the basis of payment of the salary of the appointee, for a period of not more than four months, unless in the meantime the attested copy is received in the IBM or, in lieu thereof, representation for the continuation of payment is submitted by the Regional Director/Superintendent certifying that the appointment is still pending in the Civil Service Commission.
 - b. A treasury warrant overdrawn for a teacher who has been replaced, either because she has been laid off or has applied for a leave of absence without pay, should in no case be released to said teacher. The school superintendent shall see to it that the treasury warrant is returned immediately to the Accounting Machine Division (IBM) to enable said office to pay the salary of her substitute.
 - c. Division offices shall furnish immediately to the IBM special orders covering the reinstatement of a teacher returning to duty from maternity, sick, vacation, study leave of absence, etc. The special order is necessary for effecting payment of the salary of the teacher who has just been reinstated.

- d. Form 7, duly accomplished, shall be returned to the IBM with the least possible delay.
- 3. Warning is hereby given that any violation of, or non-compliance with the foregoing guidelines will constrain this Office to take administrative disciplinary action against the official or officials responsible therefor, including the suspension of the salary of the official/employee concerned.

(SGD.) JUAN L. MANUEL Secretary of Education and Culture

Reference:

Department Memorandum: (No. 223, s. 1975)

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

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A true copy