



(Inclosure to MECS Order No. 61, s. 1984)

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)

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

RULES & REGULATIONS  
SALARY  
TEACHERS

A true copy