

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

April 3, 1985

MECS ORDER
No. 27, s. 1985

SALARY INCREASES OF NATIONAL GOVERNMENT
OFFICIALS AND EMPLOYEES

To: Deputy Ministers
Assistant Secretaries
Bureau Directors/Cultural Agency Directors
Regional Directors
Schools Superintendents
Chief of Service/Heads of Centers and Units
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. Inclosed is a copy of National Compensation Circular No. 35 dated March 19, 1985, on the salary increases of national government officials and employees effective January 1, 1985 which is self-explanatory.
2. The Plantilla of Personnel and the Notice of Salary Adjustment of Regional Directors, Assistant Regional Directors, Schools Division Superintendents, Assistant Schools Division Superintendents and Vocational School Superintendents shall be prepared by this Office. The Plantilla of Personnel and Notice of Salary Adjustment of officials and employees in regional offices, school divisions, national schools/universities/colleges and others concerned, except those mentioned above, should be prepared by the offices/schools concerned and submitted direct to the Office of Compensation and Position Classification (OCPC). A copy of the Plantilla of Personnel for regional offices, school divisions and national schools should be furnished this Office.
3. Please be guided accordingly.

(SGD.) JAIME C. LAYA
Minister

Incl.:

As stated

Reference:

MECS Orders: Nos. 30 and 46, s. 1984

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

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

BUREAUS & OFFICES
EMPLOYEES
OFFICIALS
PLANTILLA
RULES & REGULATIONS
SCHOOLS
UNIVERSITIES and COLLEGES

(Inclosure to NECS Order No. 27, s. 1985)

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

NATIONAL COMPENSATION CIRCULAR NO. 35
March 19, 1985

TO : HEADS OF MINISTRIES, BUREAUS, OFFICES AND AGENCIES
OF THE NATIONAL GOVERNMENT, HEADS OF STATE
UNIVERSITIES AND COLLEGES AND ALL OTHERS CONCERNED

SUBJECT : SALARY INCREASES OF NATIONAL GOVERNMENT OFFICIALS
AND EMPLOYEES

1.0 PURPOSE

This Circular is being issued in compliance with Executive Order No. 1000, dated January 25, 1985, authorizing a two-salary step increase in the National Salary Schedule or ten percent (10%) of the basic salary rate for officials and employees of the National Government.

2.0 COVERAGE

All officials and employees in the National Government are covered by this Circular.

3.0 DEFINITION

The actual salary of an employee for purposes of this Circular shall mean the basic salary received as of December 31, 1984 inclusive of merit increase granted on or before December 31, 1984, if any, but exclusive of incentive pay, transportation/representation and cost of living allowances, bonus, honorarium, and/or any other additional compensation benefits.

4.0 RULES AND PROCEDURES FOR SALARY ADJUSTMENTS/INCREASES

4.1 National Classification and Compensation Plans*

4.1.1 Officials and employees in the National Government whether regular, temporary, contractual, casual or emergency, whose salaries follow the National Compensation and Position Classification Plans shall be adjusted by two salary steps in the National Salary Schedule or ten percent (10%) of their approved basic salary rate.

4.1.1.1 Those whose salaries are on step in the National Salary Schedule shall be adjusted by two salary steps in the National Salary Schedule.

4.1.1.2 Those whose salaries are not on step in the National Salary Schedule shall be adjusted by ten percent (10%) of their approved basic salary rate.

4.1.2 There shall be no upgrading of the existing salary ranges

*Illustrative examples attached.

of positions as a consequence of the salary increases authorized herein. Salary rates that will be over the maximum of the salary range/grade allocation of these positions shall be allowed.

4.2 Special Salary Plans

Employees in agencies that follow special salary plans other than the National Salary Schedule, or those in agencies that do not follow any formalized compensation plan shall be granted similar increases under the following conditions:

- 4.2.1 If the actual salary of the employee under the Special salary plan is on step in the National Salary Schedule, his salary shall likewise be increased by the same number of salary steps in the National Salary Schedule provided under Paragraph 4.1.1.1 herein.
- 4.2.2 In cases where the actual salary of the employee in the special salary plan is not on any of the steps in the National Salary Schedule, his salary shall be adjusted by the same percentage increase as provided under Paragraph 4.1.1.2 herein.

4.3 Non-Itemized Positions

- 4.3.1 The compensation of contractual employees/Consultants shall be increased in accordance with Paragraph 4.1.1 herein, only when the contract of employment/services has been duly approved under the Ministry of the Budget/Civil Service Commission Joint Circular No. 3, dated February 23, 1977. The basis for the computation of the salary increases provided herein shall be the hiring rate per NCC No. 27, s. 1984 of the salary range allocation of a comparable class in the National Classification and Compensation Plans, exclusive of the 20% premium pay.
- 4.3.2 Emergency/casual employees whose salaries/wages are paid out of lump-sum appropriations shall be given the same percentage increases provided under Paragraph 4.1.1 hereof, provided their positions have been duly classified and approved under the National Classification and Compensation Plan.

4.4 Limitations

- 4.4.1 Notwithstanding the foregoing provisions in the computation of the salary adjustment under this Circular, no subordinate official or employee shall be adjusted to a salary rate higher than one salary step or 5% below that authorized for either his immediate supervisor or the next higher position in the hierarchical levels established ministry-wide, whichever is lower.
- 4.4.2 Merit increase(s) granted to an incumbent of the same position shall be carried over on top of the adjusted salary rate but subject to the limitation under Paragraph 4.4.1.

5.0 APPOINTMENTS

- 5.1 Effective January 1, 1985, the hiring rate of all appointments to positions covered by the National Classification and Compensation Plans shall be at the new hiring rate of the salary range allocation of the positions as shown in Annex "A", except as may be prescribed by the OMI in occupational groups which have been authorized special salary adjustments such as the Medical Officers Group, Faculty positions in SUCs, Teaching and Related Teaching positions, Airways Operations/Engineering and others.
- 5.2 The hiring rate in agencies that follow special classification and pay plans and in agencies that do not follow any formalized classification and pay plans, shall be the hiring rate of the same or similar class/position in the agency, including those that follow the Salary Grade Schedule provided under Presidential Decree No. 985, as amended by Executive Order No. 594.

6.0 FUNDING SOURCES

6.1 Itemized Positions

- 6.1.1 Salary lapses and other personal services savings of the ministry/bureau/office/agency or state university/college concerned shall first be used to implement the salary increases authorized under this Circular.
- 6.1.2 Any remaining deficiency in the amounts needed for the herein authorized salary increases shall be covered by the lump-sum appropriation for salary increases incorporated in the budgets of national government agencies/offices, if any.
- 6.1.3 Further deficiency shall then be funded by advancing funds from releases for personal services for the Second, Third and Fourth Quarters.
- 6.1.4 Only after these prior sources of funding are exhausted shall releases from Salary Adjustment Fund (SAF) be made. For this purpose, the request for release from the SAF shall be supported by a certification as to the utilization of allotments for personal services indicating the need for supplemental allotment from SAF.
- 6.1.5 Funding from Paragraph 6.1.2 shall be resorted to only if the fund source under Paragraph 6.1.1 is already exhausted and funding from Paragraph 6.1.3 shall be resorted to only if the fund source under Paragraph 6.1.2 is already exhausted.

6.2 Non-Itemized Positions

- 6.2.1 The salary increase of all non-itemized positions provided herein shall be charged against the respective lump-sum appropriations for salaries/wages reflected in the regular agency budgets.

6.3 No action shall be subsequently taken on requests to use personal services savings for agencies which are authorized to draw against the Salary Adjustment Fund as a consequence of the salary increases authorized herein.

7.0 OTHER IMPLEMENTING RULES AND PROCEDURES

7.1 The Personnel Officer/Administrative Officer of the Ministry, Bureau, Office, Regional Office, Agency, State University or College or other entity of the National Government, shall prepare, for purposes of the salary increases under this Circular, a Plantilla of Personnel and Salary Adjustment Form as prescribed herein, attached as Annex "B".

7.2 The Plantilla of Personnel and Salary Adjustment Form shall be certified correct on each page by the Personnel Officer/Administrative Officer and approved by the head of the Ministry, Bureau/Office/Regional Office, Agency, State University or College, or other entity of the National Government concerned.

7.3 The original and five (5) copies of the approved Plantilla of Personnel and Salary Adjustment Form shall be submitted to the Office of Compensation and Position Classification (OCPC), which shall examine and verify said document on the basis of its records and certify them accordingly. The OCPC certified copies shall then be distributed as follows:

7.3.1 one copy each to the Civil Service Commission (Central Office and the Civil Service Commission Regional Office concerned, which shall serve as the Plantilla Appointment Proposal of the particular agency).

7.3.2 one copy to the Commission on Audit, for compliance with auditing requirements.

7.3.3 one copy to the Office of origin concerned for proper implementation.

7.3.4 one copy to the Data Processing Service of the Office of Budget and Management (OBM).

7.3.5 the original shall remain with the OCPC for purposes of records, control and post-audit.

7.4 The salary increases provided under this Circular shall be subject to appropriate adjustments if, upon review by OCPC, payment is found to be not in order. The recipient employee/official shall be liable for the refund of any overpayment made.

7.5 The Head of Ministry, Bureau, Regional Office, Agency, State University and College or other entity of the National Government concerned, shall notify the official/employee in writing of this Circular, through a Notice of Salary Adjustment Form as prescribed herein, attached as Annex "C". A copy of the Notice of Salary Adjustment shall be furnished the GSIS, if the beneficiary is a member thereof.

7.6 This Notice of Salary Increase may be in the form of a Special Order to include employees having similar data and information such as OCPC classification of position, salary range, actual basic salary and adjusted salary. A sample form is hereto attached as Annex "D".

8.0 RESPONSIBILITY OF THE HEAD OF AGENCY

The head of Ministry, Bureau, Office, Agency, Regional Office, State University and College, or other entity of the National Government concerned shall be held personally liable for any payment of salary increase not in accordance with the provisions of this Circular, without prejudice, however, to the refund of any excess payment by the employee concerned.

9.0 PAYMENT OF ALLOTMENT AND ACCOUNTING PROCEDURES

9.1 The salary increase herein authorized may be paid even before the receipt by the Agency of the Advice of Allotment from the Office of Budget and Management. The Cash Disbursement Ceiling (CDC) for the purpose shall be issued by the Office of Budget and Management even before the release of said Advice of Allotment, provided that the request shall be supported by a duly accomplished statement showing that the amount required cannot be covered from the Cash Disbursement Ceiling already allowed to the Agency on the basis of its regular allotment.

9.2 The Accounting Officer of each Ministry, Bureau, Regional Office, Agency, State University or College, or other entity of the National Government shall accomplish and submit to the Office of Budget and Management not later than fifteen (15) days from the end of a preceding month, a statement of actual payments for salary increases made during a preceding month on the basis of which the Advice of Allotment for the purpose shall be issued, prescribed form is attached herewith as Annex "E".

9.3 The Head of the Ministry, Bureau, Office, Regional Office, Agency, State University or College, or other entity of the National Government, shall submit the Plantilla of Personnel and Salary Adjustment Form referred to in Paragraph 7.1 of this Circular thirty (30) days after receipt of PSI 1985 but not later than May 31, 1985.

Failure to submit the Plantilla of Personnel and Salary Adjustment Form shall cause the suspension by the Office of Budget and Management of the release of the Advice of Allotment and Cash Disbursement Ceiling for the succeeding quarter.

10.0 CONTRIBUTIONS

The salary increases herein authorized are subject to the mandatory requirements of GSIS life and retirement insurance premiums if the recipient is a member of the GSIS, and the Home Development Mutual Fund of 1980.

11.0 SAVING CLAUSE

Cases not covered by the provisions of this Circular shall be submitted to the Minister of the Budget for appropriate action.

12.0 EFFECTIVITY OF SALARY INCREASES

The salary increases provided herein shall take effect on January 1, 1985.

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

A true copy

NATIONAL SALARY SCHEDULE
HIRING RATE

<u>Salary Range</u>	<u>Rate/Annum Per NCC 27</u>	<u>Hiring Rate Effective 1-1-85</u>
38	₱ 5,928	₱ 6,552
39	5,928	6,552
40	5,928	6,552
41	5,928	6,552
42	5,928	6,552
43	5,928	6,552
44	6,240	6,888
45	6,552	7,236
46	6,888	7,608
47	7,236	7,992
48	7,608	8,400
49	7,992	8,832
50	8,400	9,288
51	8,832	9,756
52	9,288	10,260
53	9,756	10,776
54	10,260	11,328
55	10,776	11,904
56	10,776	11,904
57	11,328	12,516
58	11,904	13,152
59	12,516	13,824
60	13,152	14,532
61	13,874	15,264
62	14,532	16,044
63	15,264	16,860
64	16,044	17,724
65	16,860	18,636
66	17,724	19,584
67	18,636	20,580
68	19,584	21,624
69	20,580	22,728
70	21,624	23,892
71	22,728	25,116
72	23,892	26,388
73	25,116	27,732
74	26,388	29,148
75	27,732	30,636
76	29,148	32,196
77	30,636	33,840
78	32,196	33,568
79	33,840	37,380
80	35,568	39,288
81	37,380	41,292
82	39,288	43,392
83	41,292	45,600
84	43,392	47,928
85	45,600	50,376
	47,928	52,644

HIRING RATE FOR TEACHING AND RELATED TEACHING POSITIONS
IN THE MECS AND ITS CULTURAL AGENCIES UNDER EXECUTIVE
ORDER NO. 1000 EFFECTIVE JANUARY 1, 1985

Salary Range	Hiring Rate Under NCC No. 27 Effective May 1, 1984		Hiring Rate Under E.O. No. 1000 Effective January 1, 1985	
	(per annum)	(per month)	(per annum)	(per month)
38	--	--	--	--
39	--	--	--	--
40	--	--	--	--
41	--	--	--	--
42	--	--	--	--
43	--	--	--	--
44	--	--	--	--
45*	7,188	599	7,908	659
46	7,476	623	8,232	686
47	7,788	649	8,568	714
48	8,136	678	8,952	746
49	8,484	707	9,336	778
50	8,844	737	9,732	811
51	9,228	769	10,152	846
52	9,636	803	10,608	884
53	10,068	839	11,076	923
54	10,512	876	11,568	964
55	10,992	916	12,096	1,008
56	11,484	957	12,636	1,053
57	12,000	1,000	13,200	1,100
58	12,564	1,047	13,824	1,152
59	13,128	1,094	14,448	1,204
60	13,728	1,144	15,108	1,259
61	14,364	1,197	15,804	1,317
62	15,036	1,253	16,548	1,379
63	15,744	1,312	17,328	1,444
64	16,476	1,373	18,132	1,511
65	17,256	1,438	18,984	1,582
66	18,060	1,505	19,872	1,656
67	18,924	1,577	20,820	1,735
68	19,824	1,652	21,816	1,818
69	20,772	1,731	22,860	1,905
70	21,768	1,814	23,952	1,996
71	22,812	1,901	25,104	2,092
72	23,916	1,993	26,316	2,193
73	25,056	2,088	27,564	2,297
74	26,268	2,189	28,896	2,408
75	27,552	2,296	30,312	2,526
76	28,896	2,408	31,788	2,649
77	30,300	2,525	33,336	2,778
78	31,776	2,648	34,956	2,913
79	33,336	2,778	36,672	3,056
80	34,968	2,914	38,472	3,206
81	36,684	3,057	40,356	3,363
82	38,496	3,208	42,348	3,529
83	40,392	3,366	44,436	3,703
84	42,396	3,533	46,644	3,887
85	44,484	3,707	48,936	4,078
85 2nd	46,692	3,891	51,372	4,281
85 3rd	49,008	4,084	53,916	4,493
85 4th	51,432	4,286	56,580	4,715
85 5th	53,988	4,499	59,388	4,949

*Lowest upgraded salary range under NCC No. 17
for related teaching positions

Name of Agency

NOTICE OF SALARY ADJUSTMENT/INCREASE

Date

Mr./Ms. _____

Sir/Madam:

Pursuant to National Compensation Circular No. _____
implementing Executive Order No. _____ dated _____
your salary is hereby adjusted effective as follows:

Basic Annual/Daily Salary of	_____ P
.	_____ P
Add: Merit Increase if any	_____ P
Add: Salary Increase	_____ P
Adjusted Salary Effective	_____ P

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

Position Title _____
Item No. (PSI BP Blg. 640/866) _____
Page _____
Present Salary Range _____

Very truly yours,

Head of Agency

Name of Agency

NOTICE OF SALARY ADJUSTMENT/INCREASE

Date

Special Order
No. _____ s. 1985

Pursuant to National Compensation Circular No. _____
implementing Executive Order No. 1000 dated January 23, 1985, the
salaries of the following officials/employees have been increased from
_____ to _____ effective _____.

Name of Official/ Employees	:	Item No. per PSI BP Blg.
--------------------------------	---	-----------------------------

- 1.
- 2.
- 3.
- 4.
- 5.

Their salaries have been adjusted as of _____ as follows:

Basic Annual/Monthly/Daily Salary	
as of	P _____
Add: Merit Increase, if any	P _____
Add: Salary Increase	P _____
Adjusted salary as of _____	P _____

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

Name of Agency

Name of Office

PLANTILLA OF PERSONNEL AND SALARY ADJUSTMENT FORM

Item No.	PSI for	BP Big.	for	Designation	Over-DC Classification of Position	Salary Range	Actual Salary	Adjusted Salary	Annual Salary	Difference	Name of Incumbent	Date of Last Promotion	Remarks
(1)													
(2)													
(3)													
(4)													
(5)													
(6)													
(7)													
(8)													
(9)													
(10)													
(11)													
(12)													
(13)													

Page Total: _____

APPROVED:

Head of Agency

CERTIFIED CORRECT:

Administrative Officer/Personnel Officer

*Includes merit increase received on or before December 31, 1984

ILLUSTRATIVE EXAMPLES

1.0 Employees whose salaries are on salary step in the National Salary Schedule

1.1 Ms. Lorna de Castro is a Senior Clerk, R-46 whose actual salary is ₱7,236 per annum. Her adjusted salary shall be ₱7,992 which is two salary steps over ₱7,236 effective January 1, 1985.

2.0 Employees whose salaries are not on salary step in the National Salary Schedule

2.1 Ms. Dolly Soliven is an Elementary Grades Teacher (EGT), R-56, B.S.E whose actual basic salary as of December 31, 1984 is ₱957 per month or ₱11,484 per annum. Her adjusted salary shall be computed as follows:

	<u>Per Month</u>	<u>Per Annum</u>
Actual salary as of 12-31-84	₱ 957.00	₱11,484.00
Add: 10% of her actual basic salary	<u>95.70</u>	<u>1,148.40</u>
Adjusted salary effective January 1, 1985	₱1,052.70	₱12,632.40

To facilitate computation, the adjusted salary of ₱1,052.70 per month shall be rounded up to the next higher pesos divisible by 12 or ₱1,058 per month or ₱12,636 per annum.

3.0 Contractual Employees/Consultants

3.1 Mr. Julio Solis is a contractual employee whose position is classified as Senior Civil Engineer, R-68 with a contractual rate of ₱2,075 per month or ₱25,900 per annum. His adjusted salary will be computed as follows:

Hiring rate of Sr. Civil Engineer per NCC No. 27	₱ 1,715.00
Add: 2 salary steps	<u>179.00</u>
	₱ 1,894.00
Add: 20% premium pay based on the adjusted basic compensation	<u>378.80</u>

Adjusted compensation as of January 1,
1985 ₱ 2,272.80 or rounded
up to the next higher
multiple of ₱25 or
₱2,275 per month or
₱27,300 per annum

Name of Agency

NOTICE OF SALARY ADJUSTMENT/INCREASE

Date

The Minister of the Budget
M a n i l a

Attention: Budget Operations Office I - II

S i r :

Pursuant to National Compensation Circular No. _____
dated _____ 1985, I hereby request for the release of
_____ from the _____ of Batas Pambansa
Blg. 866, PSI for CY 1985 to cover disbursement for salary increase
therein authorized made during the month of _____ for
the following:

Executive Order No. 1000 _____ P
_____ P
_____ P
_____ P

The above-mentioned figures and the attached supporting
documents are hereby certified to be correct.

Very truly yours,

Head of Office

Accounting Officer