

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
Manila

November 6, 1989

DECS O R D E R
No. 103, s. 1989

ADOPTION OF ECONOMY MEASURES

To: Bureau Directors
Regional Directors
Cultural Agency Directors
Chiefs of Services and Heads of Units/Centers
Schools Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators
Secondary School Principals
Others Concerned

1. Inclosed for the information and guidance of all concerned is National Budget Circular No. 411 dated September 18, 1989, Directing the Adoption of Economy Measures and the Imposition of Reserves for CY 1989.

2. In line with paragraph 3.0 thereof, the following economy measures shall be adopted:

- a. Attendance in conventions, seminars, workshops and similar activities conducted by private groups shall be minimized;
- b. Training programs shall be limited to the most essential ones;
- c. Contributions and other similarly non-essential expenses shall be eliminated;
- d. Unnecessary, redundant and duplicative publications shall be eliminated;
- e. Meetings in expensive hotels and restaurants shall be avoided;
- f. Foreign and domestic travels shall be held to a minimum;
- g. Purchases and usages of materials and supplies shall be properly controlled; and

h. Transactions between the Regional and Central Offices shall be programmed carefully so as to cut down unnecessary costs due to travel and related expenses.

3. The implementation of this Order should be closely monitored by all heads of agencies and offices/units. A report shall be submitted to the immediate superior office, e.g. the Bureau or regional director submits his report to the Secretary, the schools superintendent to the regional director, the president of a state college or university to the board of regents/trustees, etc.

4. Strict compliance with this Order is desired.

(SGD.) LOURDES R. QUISUMBING
Secretary

Incl.:

As stated

Reference:

N o n e

Allotment: 1-2-3--(M.O. 1-87)

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

BUREAUS & OFFICES
EXPENSES
OFFICIALS
REPORT
RULES & REGULATIONS

(Inclosure to DECS Order No. 103, s. 1989)

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACANANG, MANILA

NATIONAL BUDGET CIRCULAR NO. 411
September 15, 1989

TO : HEADS OF DEPARTMENTS, BUREAUS, OFFICES, AGENCIES
INCLUDING GOVERNMENT-OWNED AND/OR CONTROLLED
CORPORATIONS, AND STATE COLLEGES AND UNIVERSITIES

SUBJECT : DIRECTING THE ADOPTION OF ECONOMY MEASURES AND THE
IMPOSITION OF RESERVES FOR CY 1989

1.0 PURPOSE

This circular is issued to implement Administrative Order No. 137 dated September 15, 1989 which mandates the imposition of a budget reserve equivalent to ten percent (10%) of the personal services, maintenance and other operating expenditures of agencies for the second semester of 1989.

2.0 GUIDELINES

2.1 The reserve shall be imposed on both the released and unreleased portions of personal services and maintenance and other operating expenditures for the said semester.

2.2 The following accounts shall be totally exempted from the reserve imposition:

- 2.2.1 Salary standardization
- 2.2.2 Personnel Benefits Fund
- 2.2.3 Terminal leave and retirement gratuity
- 2.2.4 Maintenance of infrastructure facilities
- 2.2.5 Foreign-assisted projects (loan proceeds and peso counterpart)

2.3 In case of a deficiency in identified savings in the second semester to cover the identified ten percent (10%) reserve requirement, all unspent/unobligated balance of personal services and maintenance expenditures of agencies as of June 30, 1989 shall form part of the reserves.

3.0 AGENCY COMPLIANCE AND SUBMISSION

3.1 Each head of agency of the national government shall identify the composition of the mandatory reserves in accordance with Attachment A.

3.2 Each head of agency of the national government and government-owned or controlled corporations shall issue a Department/Corporate Order to implement the economy measures.

3.3 The form duly accomplished as required in item 3.1 and a copy of the Department/Corporate Order on the proposed economy measures as required in item 3.2 shall be submitted to this Department not later than September 22, 1989.

4.0 EFFECTIVITY DATE

This circular shall take effect immediately.

(SGD:) GUILLERMO N. CARAGUE
Secretary

NBC NO. 411-89
ATTACHMENT A

PROPOSED RESERVES

FUNCTION/PROJECT/ACTIVITY	OBJECT CLASS	3rd QTR	4th QTR	UNRELEASED AMOUNT	UNAPPLICATED BALANCE AS OF 6/30/89	TOTAL
SECTION A	100	PX,XXX X,XXX	PX,XXX X,XXX	PX,XXX X,XXX	PX,XXX X,XXX	PX,XXX X,XXX
	200					
JOB-TOTAL		PX,XXX	PX,XXX	PX,XXX	PX,XXX	PX,XXX
SECTION B	100	PX,XXX X,XXX	PX,XXX X,XXX	PX,XXX X,XXX	PX,XXX X,XXX	PX,XXX X,XXX
	200					
JOB-TOTAL		PX,XXX	PX,XXX	PX,XXX	PX,XXX	PX,XXX
TOTAL		PX,XXX	PX,XXX	PX,XXX	PX,XXX	PX,XXX