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REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
DEPARTMENT OF EDUCATION  
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DepED ORDER  
No. 80, s. 2003

NOV 11 2003

**GUIDELINES IN THE IMPLEMENTATION OF THE SALARY UPGRADING  
FOR DISTRICT AND EDUCATION SUPERVISORS**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Schools Division/City Superintendents

1. For the information and guidance of all concerned, enclosed is a copy of Department of Education (DepED) and Department of Budget and Management (DBM) Joint Circular No. 1, s. 2003 dated November 3, 2003, entitled "Guidelines in the Implementation of the Salary Upgrading for District and Education Supervisors".
2. Immediate dissemination of and compliance with this Order is directed.

*R. C. Bacani*  
RAMON C. BACANI  
Undersecretary  
Officer-in-Charge

Rhea/Sheila, MPPD, DO Salary Upgrading  
11-10-03

Encl.:  
As stated

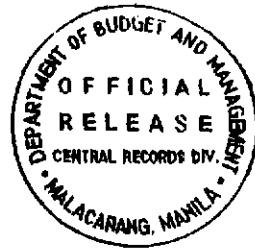
Reference:  
DECS Order: No. 7, s. 1997

Allotment: 1—(D.O. 50-97)

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

OFFICIALS  
POLICY  
RULES & REGULATIONS  
SALARY

**REPUBLIC OF THE PHILIPPINES**  
**DEPARTMENT OF EDUCATION**  
**DEPARTMENT OF BUDGET AND MANAGEMENT**



**JOINT CIRCULAR NO. 1, S. 2003**

**November 3, 2003**

**TO :** DepEd REGIONAL DIRECTORS, SCHOOLS DIVISION SUPERINTENDENTS, DISTRICT/DIVISION/REGIONAL SCHOOLS SUPERVISORS; MEMBERS OF THE LOCAL SCHOOL BOARDS AND ALL OTHERS CONCERNED

**SUBJECT :** GUIDELINES IN THE IMPLEMENTATION OF THE SALARY UPGRADING FOR DISTRICT AND EDUCATION SUPERVISORS

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**1.0 PURPOSE**

To prescribe the guidelines in the implementation of the upgrading of District and Education Supervisors pursuant to Special Provision No. 19 of the budget of the Department of Education (DepEd) under RA 9206, the FY 2003 General Appropriations Act.

**2.0 COVERAGE**

All incumbents of positions which are allocated to the positions of Public Schools District Supervisor (PSDS) SG-19, Education Supervisor (ES) I, SG-19 and ES II, SG-20, ES III, SG-22 and Chief Education Supervisor (CES), SG-24.

**3.0 DEFINITION OF TERMS**

As used in this Circular the following shall mean:

- 3.1 Present Salary – the actual basic salary of the incumbent as of the date of salary upgrading exclusive of Personnel Economic Relief Allowance (PERA), Additional Compensation (ADCOM), Christmas Bonus and cash gift, honoraria and any other forms of additional compensation usually paid in addition to basic salary but inclusive of transition allowance, if any.
- 3.2 Transition Allowance – the excess of the present salary over the eighth step of the salary grade allocation of the employee's position.
- 3.3 Two-stage salary grade adjustment – the salary grade adjustment for positions of PSDS, ES I and ES II where subject positions shall be adjusted by a one salary grade adjustment in FY 2003 and a second one salary grade adjustment in FY 2004.

**4.0 GUIDELINES**

- 4.1 To maintain the previous salary grade relationships under RA No. 6758 among the PSDS and ES I, on the one hand, and Elementary School Principal (ESP) IV and Secondary School Principal (SSP) II, on the other hand, and to

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preserve the consistency in the salary grade relationships of said positions, the following are hereby authorized:

- 4.1.1 Upgrading of the PSDS and ES I positions from SG-19 to SG-20 in July 2003 and to SG-21 in July 2004
  - 4.1.2 Upgrading of the ES II positions by two (2) salary grades from SG-20 to SG-21 in July 2003 and to SG-22 in July 2004
  - 4.1.3 A one-step salary adjustment to incumbents of ES III positions starting July 2003 and another one-step salary adjustment starting July 2004;
  - 4.1.4 A one-step salary adjustment to incumbents of CES positions starting July 2003 and another one-step salary adjustment starting July 2004.
- 4.2 Attached herewith is Annex A containing the summary of the guidelines for the salary upgrading of positions authorized herein.

## 5.0 SALARY RULES

- 5.1 For purposes of the salary upgrading herein authorized, the basic salary of the employee concerned shall be adjusted as follows:
- 5.1.1 Effective July 1, 2003 – at the same salary step of his assigned salary grade as of June 30, 2003 (Illustrative Example A) adopting the Salary Schedule prescribed under National Budget Circular (NBC) No. 474 (Annex B)
  - 5.1.2 Effective July 1, 2004 – at the same salary step of his assigned salary grade as of June 30, 2004 (Illustrative Example A) adopting the Salary Schedule prescribed under National Budget Circular (NBC) No. 474 (Annex B)
- 5.2 The transition allowance as defined in 3.2 being received by the PSDS and ES, if any, shall be considered as advance entitlement of the salary increase herein authorized. (Illustrative Examples B and C)
- 5.3 No step adjustment shall be granted to incumbents of positions whose salary already falls at or exceeds the maximum step (eighth step) of the salary grade allocation of their positions. (Illustrative Example D)
- 5.4 The herein salary increases shall be effected through the issuance of a Notice of Salary Adjustment (NOSA) by the duly authorized official. (Annex C)

## 6.0 FUNDING SOURCE

The amounts necessary to implement the salary adjustments authorized herein shall be charged against the Nationwide lump sum appropriation for the purpose amounting to fifty million pesos (P50,000,000) in the DepEd's budget in RA 9206, the CY 2003 General Appropriations Act. For CY 2004, the same shall be

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charged against the lump sum appropriation for the purpose that may be included in the 2004 budget.

7.0 POST-AUDIT

Any salary adjustment paid under this Circular shall be subject to post-audit by the DBM – ROs concerned. Any payments thereof which are not in accordance herewith shall be adjusted accordingly.

8.0 CONTRIBUTIONS

The salary adjustments authorized herein are subject to the mandatory requirements for life and retirement premiums, and health insurance premiums.

9.0 SAVING CLAUSE

Conflicts arising from the implementation of the provisions of this Circular shall be resolved by the Department of Education, upon prior consultation with the Department of Budget and Management.

10.0 EFFECTIVITY

This Circular Letter shall take effect on July 1, 2003.



**EMILIA T. BONCODIN**  
Secretary  
Department of Budget  
and Management



**EDILBERTO C. DE JESUS**  
Secretary  
Department of Education

**ANNEX "A"**

**Schedule of Upgrading of Positions**

**Salary Grade**

**A. Effective July 1, 2003**

	<b><u>From</u></b>	<b><u>To</u></b>
Public Schools District Supervisor	19	20
Education Supervisor I	19	20
Education Supervisor II	20	21
Education Supervisor III	22	22 (+ 1 step)
Chief Education Supervisor	24	24 (+ 1 step)

**C. Effective July 1, 2004**

	<b><u>From</u></b>	<b><u>To</u></b>
Public Schools District Supervisor	20	21
Education Supervisor I	20	21
Education Supervisor II	21	22
Education Supervisor III	22 (+ 1 step)	22 (+ additional 1 step)
Chief Education Supervisor	24 (+ 1 step)	24 (+ additional 1 step)

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**ILLUSTRATIVE EXAMPLE "A"**

Ms. Sheryll Grace Aromin was appointed to the position of Public Schools District Supervisor, SG-19 effective August 29, 1987. Pursuant to Joint CSC-DBM Circular No. 1, s. 1990, she was granted five (5) steps or the 6<sup>th</sup> step. For the two-stage salary grade adjustment, her salary is adjusted as follows:

June 30, 2003	PSDS, SG-19, step 6	
July 1, 2003	First one-full salary grade adjustment	SG-20, step 6
July 1, 2004	Second one-full salary grade adjustment	SG-21, step 6

*and*

*for*

**ILLUSTRATIVE EXAMPLE "B"**

EMPLOYEE : Levi A. Wachelei  
POSITION TITLE : Public Schools District Supervisor  
SALARY GRADE : SG-19

Thus:

Implementation of One salary grade adjustment in CY 2003

1.	Actual Basic Salary as of June 30, 2003	
	SG-19, 8 <sup>th</sup> step	19,959.00
	Add: Transition Allowance	<u>639.00</u>
	Total	20,598.00
2.	Adjusted Basic Salary effective July 1, 2003	
	SG 20, 8 <sup>th</sup> step	21,158.00
3.	Salary Increase per month effective July 1, 2003 (2-1)	<u>560.00</u>

Implementation of another one-salary grade adjustment in FY 2004

1.	Actual Basic Salary as of June 30, 2003	
	SG-20, 8 <sup>th</sup> step	21,158.00
2.	Adjusted Basic Salary effective July 1, 2004	
	SG 21, 8 <sup>th</sup> step	22,003.00
3.	Salary Increase per month effective July 1, 2004 (2-1)	<u>845.00</u>

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**ILLUSTRATIVE EXAMPLE "C"**

EMPLOYEE : Sanchai Daomenzu  
POSITION TITLE : Education Supervisor II  
SALARY GRADE : SG-20

Thus:

Implementation of One salary grade adjustment in CY 2003

1.	Actual Basic Salary as of June 30, 2003	
	SG-20, 8 <sup>th</sup> step	21,158.00
	Add: Transition Allowance	<u>1,139.00</u>
	Total	22,297.00
2.	Adjusted Basic Salary effective July 1, 2003	
	SG 21, 8 <sup>th</sup> step	22,003.00
3.	Salary Increase per month effective July 1, 2003 (2-1)	<u>NONE</u>

or

Remaining Balance of Transition Allowance to be deducted from the implementation on July 1, 2004 294.00

Implementation of another one-salary grade adjustment in FY 2004

1.	Actual Basic Salary as of June 30, 2003	
	SG-21, 8 <sup>th</sup> step	22,003.00
	Add: Transition Allowance	<u>294.00</u>
	Total	22,297.00
2.	Adjusted Basic Salary effective July 1, 2004	
	SG 22, 8 <sup>th</sup> step	22,883.00
3.	Salary Increase per month effective July 1, 2004 (2-1)	<u>586.00</u>

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**ILLUSTRATIVE EXAMPLE "D"**

- A. Employee : Ms. Sanchai Lee  
Position : Education Supervisor (ES) III  
SG/Step (6/30/03) : SG-22, Step 5  
  
Effective July 1, 2003 : SG-22, Step 6  
  
Effective July 1, 2004 : SG-22, Step 7
- B. Employee : Mr. Senen Arthur Claveria  
Position : Chief Education Supervisor (CES) III  
SG/Step (6/30/03) : SG-22, Step 7  
  
Effective July 1, 2003 : SG-22, Step 8  
  
Effective July 1, 2004 : Not entitled to the next step adjustment because his salary already falls at the maximum step of his position.
- C. Employee : Mr. Pablito Yanes, Jr.  
Position : Education Supervisor (ES) III  
SG/Step (6/30/03) : SG-22, Step 8  
  
Effective July 1, 2003 and July 1, 2004 : Not entitled to the step adjustments authorized in this Circular for 2003 and 2004 because his salary already falls at the maximum step of the position.
- ms*
- JM*

## Monthly Salary Schedule for Civilian Personnel Effective July 1, 2001

SG	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
1	5,082	5,209	5,339	5,473	5,610	5,750	5,894	6,041
2	5,540	5,678	5,820	5,966	6,114	6,267	6,424	6,585
3	6,039	6,189	6,343	6,503	6,664	6,832	7,001	7,177
4	6,522	6,684	6,851	7,022	7,198	7,378	7,562	7,751
5	7,043	7,219	7,399	7,584	7,774	7,968	8,167	8,372
6	7,606	7,796	7,992	8,191	8,396	8,606	8,821	9,042
7	8,139	8,341	8,550	8,764	8,984	9,207	9,438	9,675
8	8,709	8,926	9,149	9,378	9,612	9,852	10,099	10,351
9	9,318	9,551	9,790	10,035	10,286	10,542	10,807	11,075
10	9,939	10,188	10,442	10,704	10,971	11,246	11,527	11,815
11	10,535	10,798	11,068	11,344	11,629	11,920	12,218	12,522
12	11,167	11,446	11,733	12,026	12,326	12,634	12,950	13,274
13	11,837	12,134	12,436	12,747	13,065	13,390	13,728	14,070
14	12,546	12,861	13,182	13,512	13,850	14,196	14,551	14,914
15	13,300	13,632	13,973	14,322	14,680	15,038	15,423	15,810
16	14,098	14,450	14,811	15,183	15,561	15,947	16,350	16,758
17	14,944	15,317	15,700	16,092	16,496	16,900	17,331	17,764
18	15,841	16,237	16,643	17,059	17,486	17,922	18,371	18,830
19	16,792	17,211	17,641	18,083	18,535	18,998	19,473	19,959
20	17,799	18,244	18,699	19,168	19,647	20,138	20,641	21,158
21	18,810	19,274	19,748	20,234	20,732	21,242	21,767	22,303
22	19,251	19,732	20,225	20,731	21,250	21,782	22,325	22,883
23	20,020	20,521	21,035	21,561	22,098	22,650	23,218	23,799
24	20,823	21,343	21,877	22,423	22,985	23,560	24,148	24,752
25	21,655	22,197	22,751	23,321	23,903	24,500	25,113	25,742
26	22,521	23,084	23,662	24,253	24,859	25,480	26,118	26,771
27	23,422	24,008	24,609	25,223	25,853	26,500	27,162	27,842
28	24,359	24,968	25,593	26,232	26,887	27,569	28,249	28,955
29	25,333	25,967	26,615	27,281	27,964	28,663	29,379	30,113
30	28,875	29,597	30,338	31,095	31,873	32,670	33,486	34,323
31	40,425	41,136	42,471	43,533	44,621	45,737	46,880	48,052
32	46,200	47,355	48,539	49,753	50,996	52,271	53,578	54,917
33	57,750							

**ANNEX "C"**

**NOTICE OF SALARY ADJUSTMENT**

Date \_\_\_\_\_

Mr./Ms \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir/Madam:

Pursuant to Joint DepEd-DBM Circular No. \_\_\_\_\_, dated \_\_\_\_\_, 2003,  
your salary is hereby adjusted effective \_\_\_\_\_, as follows:

1. Adjusted Basic Salary Effective \_\_\_\_\_ under the  
new Salary Schedule: SG \_\_\_\_\_, Step \_\_\_\_\_ P \_\_\_\_\_
2. Basic annual/monthly salary/daily/wage as of \_\_\_\_\_  
SG \_\_\_\_\_, Step \_\_\_\_\_  
Add: Transition Allowance \_\_\_\_\_  
Total \_\_\_\_\_
3. Salary Increase per month effective \_\_\_\_\_  
(1-2)

Remaining Balance of Transition Allowance to be  
deducted from any Salary Adjustment that an  
employee may be authorized in the future (2-1) \_\_\_\_\_

This salary adjustment is subject to review and post-audit by the Regional Offices concerned  
of the Department of Budget and Management, and to appropriate re-adjustments and refund  
if found not in order.

Position Title: \_\_\_\_\_  
Salary Grade: \_\_\_\_\_  
Item No. (PSIPOP FY 2002)

Very truly yours,

\_\_\_\_\_  
Head of Agency