

PAMBANAYAN, ANTONIO M. PAMBANAYAN
(National Irrigation Administration)
Lungsod ng Quezon

MO # 42, s. 1970

MEMORANDUM CIRCULAR

TO : ALL REGIONAL AND PROVINCIAL IRRIGATION ENGINEERS, IRRIGATION
SUPERINTENDENTS/OFFICERS-IN-CHARGE OF IRRIGATION SYSTEMS
AND PROJECT ENGINEERS

SUBJECT: Budget Circular No. 212 dated September 1, 1970 and No. 213
dated September 7, 1970 re salary adjustment of officials and
employees of the National Government and implementation of
Republic Act No. 6129, Amending the Minimum Wage Law, respectively.

You are hereby directed to issue the notices of salary adjustments
and/or minimum wage adjustments of your employees entitled thereto pursuant
to Budget Circular Nos. 212 and 213, copies attached.

The Regional Irrigation Engineers are hereby authorized to sign the
adjustment notices of all employees in their Region in behalf of the
undersigned.

Attention is invited particularly to the first paragraph of page 2,
Budget Circular No. 212, which includes among the exceptions to the 5%
salary adjustment the following: "Temporary and emergency employees and
laborers who were laid off at the close of business on June 30, 1970,
and reinstated after September 30, 1970."

Signed copies of all adjustments shall be submitted to all officials
of the Central Office specified in the herein sample notices of adjustment
in bunch by Systems, Projects, Provincial Offices or Regional Offices as
the case may be, not later than one (1) month from the issuance thereof.

The Regional Irrigation Engineers will be held personally responsible
for any payment of salary and/or wage adjustment which is not in accordance
with Budget Circular Nos. 212 and 213.

ALFREDO I. JUNIO
Administrator

October 9, 1970

Republika ng Pilipinas
KOMISYON NG BUDYET
(Budget Commission)
Maynila

September 1, 1970

BUDGET CIRCULAR NO. 212

TO: All Heads of Departments, Chief of Bureaus and Offices,
Chief Accountants, Department Budget Officers and
Budget Officers

SUBJECT: Salary Adjustment of Officials and Employees of the
National Government

Salary adjustment shall be paid to officials and employees of the National Government effective July 1, 1970, in accordance with the provisions of Section 1, C-2, Salary Adjustment Fund, IV-Special Purpose, item 1, page 1600-1602 of R.A. No. 6130, and the procedure prescribed hereunder, without the necessity of issuing individual appointments to incumbents, subject to the Civil Service Law, rules and regulations:

A. General Rule

All officials, employees and laborers of the National Government, whether permanent or temporary, paid on monthly or daily basis, whose positions are itemized in regular position items, or authorized in lump-sum appropriations for salaries and wages of temporary and emergency employees and laborers, or authorized in lump-sum appropriations for special purpose items whether itemized or not, in Republic Act No. 6130, shall receive a salary adjustment equivalent to five (5%) per cent of the actual salary or wage on June 30, 1970, the adjustment in all cases not to exceed P50 per month or P600 per annum.

B. Exceptions - The salary adjustment herein authorized shall not apply to the following:

1. Constitutional officers, or officials and employees whose salaries are fixed under special laws which have already been partly or fully implemented.

2. Positions filled by the appointment thereto of new employees appointed during the current fiscal year or by promotion thereto of employees who have received in their former positions the salary adjustment herein provided except when the employee's rate of pay as promoted is less than his previous actual salary as adjusted, in which case he shall continue to receive the difference as salary adjustment.

a. Promotion during current fiscal year from a position in which salary adjustment under this Circular was received

The term promotional appointment shall be construed to mean that there is a shifting of an incumbent from one position to another position with increased duties and responsibilities.

If the salary authorized for the position to which an employee is promoted is less than his actual salary as adjusted under this Circular in his former position (salary as of June 30, 1970 plus 5%), he shall continue to receive the previous adjusted salary rate. The promotional appointment shall be issued only at the salary authorized for the position. The difference between the actual salary as adjusted which the employee received in his previous position and the salary authorized for the position to which he is promoted shall be charged against the lump-sum appropriation for the Salary Adjustment Fund, Item C-2-IV-1, pages 1600-1602, R. A. No. 6130.

b. Any other salary increase in the same position received by incumbent during current year

Likewise, an incumbent who receives during the current fiscal year an increase in pay in whatever form while occupying the same position item is excluded from receiving further the 5% salary adjustment herein authorized. However, where the salary as increased is less than the previous actual salary as adjusted (salary as of June 30, 1970 plus 5%), the incumbent shall continue to receive the difference as salary adjustment, chargeable against the Salary Adjustment Fund.

3. Temporary and emergency employees and laborers who were laid off at the close of business on June 30, 1970, and reinstated after September 30, 1970.

4. Employees whose salaries or wages have been increased in accordance with the Minimum Wage Law (Republic Act No. 6129), except when the adjustment to the minimum wage is less than the 5% herein authorized, in which case they shall receive an additional increase equivalent to the difference between the increased salary under Republic Act No. 6129 and the adjusted salary authorized in this Circular (actual salary as of June 30, 1970 plus 5%).

Example: An employee had a salary of P232 per month as of June 30, 1970.

Under R.A. 6129 (New Minimum Wage Law):

He is entitled to P240 per month
(or an increase of P8)

Under this Circular:

He is entitled to P243.60 (5% of P232) per month (or an increase of P11.60)

Difference:

$P243.60 - P240.00 = P3.60$, the additional adjustment he is entitled under this Circular.

The rules regarding pay adjustments to the minimum wage level will be provided for in a separate budget circular.

C. Payment, Allotment and Accounting Procedure

1. Salary Adjustments Payable from the General Fund

a. Salary adjustments of officials and employees whose positions are itemized under Republic Act No. 6130 shall be charged against the lump-sum appropriation for Salary Adjustment Fund under Sec. 1, 0-2, IV-Special Purpose, Item 1, pages 1600-1602 of the said Act.

b. Salary or wage adjustments of temporary and emergency employees and laborers whose salaries or wages are payable from the lump-sum appropriations authorized under Republic Act No. 6130 shall be charged against the lump-sum appropriations specifically provided for the purposed under each bureau or office.

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- c. Salary and wage adjustments of employees and laborers whose salaries and wages are payable from the lump-sum special purpose appropriations provided in Republic Act No. 6130 and authorized in approved special budgets shall be charged against the said lump-sum appropriations.
 - d. Salary adjustments of employees whose salaries are authorized in special budgets payable from supplemental or continuing appropriations shall be charged against the said appropriations.
 - e. The allotment required by each agency for the payment of the salary adjustment herein authorized shall be issued by the Budget Commission on the basis of actual payments.

The chief accountant of each agency shall accomplish and submit, not later than fifteen (15) days from the end of each quarter, to the Chief, Budget Operations Service, Budget Commission, a statement of actual payments made during the quarter. Sample form attached as Enclosure 1 should be used for the purpose.

Payment of salary adjustments herein authorized may be made even before the receipt of the Advice of Allotment from the Budget Commission.

2. Salary Adjustments Payable from Special, Revolving, Fiduciary and Other Funds

- a. Agencies concerned shall provide from their respective special, revolving, fiduciary and other funds authorized under Republic Act No. 6130, or in approved special budgets, the sums required for the payment of the salary adjustment herein authorized.
- b. If any agency did not provide the necessary appropriations to cover the amounts needed for salary adjustment herein authorized, or if provided, the appropriation authorized under Republic Act No. 6130 is not sufficient for the purpose, said agency shall submit a Supplemental Financial and Work Plan and Request for Allotment for the release of special, revolving, fiduciary and other trust funds. In addition to the Financial and Work Plan and Request for Allotment, a supporting "Statement of Fund Operations" for each fund duly certified by the agency Chief Accountant shall also be submitted using sample form attached as Enclosure 2.
- c. If it is not within the capacity of the special, revolving, fiduciary and other funds to pay the salary adjustments herein authorized, head of

departments, bureaus and offices shall defer such payments until the cash position of the fund improves accordingly.

D. Notification Procedure

The official or employee concerned shall be notified of his adjusted salary by the head of the agency. A copy of this notice shall be furnished the Wage and Position Classification Office (WAPCO) of the Budget Commission, the Civil Service Commission, the General Auditing Office and the Government Service Insurance System. (Sample form attached as Enclosure 3.)

E. Saving Clause

Cases not covered by this Circular shall be referred to the Commissioner of the Budget for appropriate action.

F. Contributions to the GSIS

The salary increase herein authorized is subject to GSIS retirement and life insurance premiums if the recipient is a member of the GSIS.

G. Responsibility of Head of Agency

The head of the bureau or office will be held personally liable for any payment of salary adjustment which is not in accordance with this Circular.

(SGD.) F. SY-CHANGCO
Commissioner of the Budget

CONCURRED IN:

(SGD.) ABELARDO SUBIDO
Commissioner of Civil Service

(SGD.) ISMAEL MATHAY
Auditor General

APPROVED:

By authority of the President:

(SGD.) ALEJANDRO MELCHOR
Executive Secretary

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