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Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

M.C. No. 14, s. 1992

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT MANAGERS, STAFF HEADS, REGIONAL IRRIGATION
MANAGERS, OPERATION/PROJECT MANAGERS, IRRIGATION
SUPERINTENDENTS, PROVINCIAL IRRIGATION ENGINEERS AND
ALL OTHERS CONCERNED
This Agency

SUBJECT : Joint Civil Service Commission and Department of
Budget and Management Circular No. 3 dated
November 8, 1991

Quoted hereunder in full is the Joint Civil Service Commission
and Department of Budget and Management Circular No. 3 dated
November 8, 1991 for your information and guidance.

"CIVIL SERVICE COMMISSION
DEPARTMENT OF BUDGET AND MANAGEMENT

JOINT CIRCULAR NO. 3
November 8, 1991

T O : HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES
OF THE NATIONAL GOVERNMENT; GOVERNMENT-OWNED AND/OR
CONTROLLED CORPORATIONS, INCLUDING GOVERNMENT
FINANCIAL INSTITUTIONS; LOCAL UNIT AND ALL OTHERS
CONCERNED

SUBJECT : IMPLEMENTING RULES AND REGULATIONS FOR SECTION 46
OF THE GENERAL PROVISIONS OF REPUBLIC ACT NO. 7078
ON UNAUTHORIZED PRE-RETIREMENT PROMOTIONS AND
SALARY INCREASE.

1.0 Purpose

This Joint Circular is issued to prescribe rules and
regulations to implement Section 46 of the General Provisions
of RA No. 7078, the General Appropriations Act for CY 1991,
on the prohibition of the use of government funds to
implement (unauthorized) pre-retirement promotions or salary
increases and adjustments of retiring officials and employees.

2.0 Coverage

The provisions of this Joint Circular shall apply to all officials and employees of the national government agencies, local government units, political sub-divisions and government-owned and/or controlled corporations as defined by Executive Order No. 518.

3.0 Definition of Terms

- 3.1 Promotion is the advancement from one position to another with an increase in duties and responsibilities as authorized by law usually accompanied by an increase in salary. The movement may be from one agency to another or from one organizational unit to another in the same agency.
- 3.2 Reclassification of position is the change in the classification of a position as a result of a change in its duties and responsibilities sufficient to warrant placing the position in a different class. Reclassification may either be upward, downward, ~~downward or lateral; upward reclassification of~~ positions usually involves adjustments in the salary of incumbents.
- 3.3 Reallocation of positions is the change in the reclassification of position as a result of the reevaluation of a position without significant change in its duties and responsibilities.
- 3.4 Upgrading of positions is the upward change in the salary grade allocation of positions involving adjustments in salaries.

4.0 Rules and Regulations

- 4.1 No government funds shall be used to disburse payments of salary differentials of officials and employees granted pre-retirement promotions and salary increases unauthorized under the rules of this Circular.
- 4.2 Unauthorized pre-retirement promotions and salary increases as contemplated in this Circular shall include the following cases:
 - 4.2.1 Promotion with increase in salary during the 6-month period immediately preceding the date of retirement of an official or employee to retire under the mandatory mode.

- 4.2.2 Promotion with increase in salary of an official or employee retiring under the optional mode during the 6-month period after the approval of the General Appropriations Act providing for the said official or employee's retirement benefits.
 - 4.2.3 Promotion with increase in salary during the authorized extension period of government employment of an official or employee who should have been retired under the mandatory mode.
 - 4.2.4 The grant of step increment based on merit as restricted under Section 4 (d) of Joint Civil Service Commission and Department of Budget and Management Circular No. 1, s. 1990.
- 4.3 Pre-retirement promotion and salary increases shall be allowed in the following cases:
- 4.3.1 The officials and employees are duly authorized by law to enjoy such privilege.
 - 4.3.2 Salary increase duly authorized under the acts of Congress and duly formalized in a National Compensation Circular.
 - 4.3.3 The salary increase is a result of the DEM approved upgrading of positions.
 - 4.3.4 Salary step increment/s granted to officials and employees due to length of service as provided for under Joint Civil Service Commission and Department of Budget and Management Circular No. 1, s. 1990.
 - 4.3.5 Salary increase resulting from the upward reallocation of positions approved by the DEM.
 - 4.3.6 Promotion without accompanying salary increases as governed by existing Civil Service rules and laws.
 - 4.3.7 Promotions resulting from the action of the Appeals Board on Salary Standardization.
 - 4.3.8 Promotion resulting from being an awardee under RA 6713.

4.4 Promotion and/or salary increase of an official or employee who died pending approval of such promotion and/or salary increase shall not fall under the unauthorized pre-retirement promotion and salary increases contemplated under this Circular. Promotion and/or salary increase of an official or employee who is forced to retire, due to reorganization, merger, abolition of position and other similar circumstances shall not likewise fall under the prohibition.

5.0 RESPONSIBILITY OF THE HEAD OF AGENCY

The head of Agency shall be responsible and personally liable for any disbursement and use of funds not in accordance with the provisions of this Circular, without prejudice, however, to legal action for refund under Section 43, Chapter 5, Book VI of the Administrative Code of 1987.

6.0 EFFECTIVITY

This Circular shall take effect immediately.

(SGD.) GUILLERMO N. CARAGUE
Secretary
DEM

(SGD.) PATRICIA A. STO. TOMAS
Chairman
CSC

Compliance hereof is enjoined.

(SGD.) JOSE B. DEL ROSARIO, JR.
Administrator

February 25, 1992

J. B. Del Rosario