



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Meralco Avenue
Pasig, Metro Manila

TANGGAPAN NG KALIHIM
(OFFICE OF THE SECRETARY)

May 11, 1999

DECS ORDER
No. 52, s. 1999

**AUTOMATIC UPGRADING OF POSITIONS FOR ELIGIBLE PUBLIC SCHOOL
TEACHERS THROUGH EQUIVALENTS RECORD FORM (ERFS) SCHEME**

To: Regional Directors
School Superintendents

1. It has been observed that many teachers retire as Teacher I despite having served for 20 years or more. An application of the ERF Scheme should have upgraded the positions of these teachers. It is possible that many teachers are unaware of the opportunities offered by such scheme or do not bother to apply because of the documentary requirements.
2. As a manifestation of the DECS concern for the welfare of these teachers and to provide adequate recognition for dedicating the best years of their life to teaching, regional/ division offices are hereby directed to upgrade the positions of teachers entitled to "automatic position upgrading".
3. Automatic Position Upgrading is hereby defined as adjustment of salary given to Teachers I who have rendered 20 or more years satisfactory teaching service without the need for filing an application to ERF upgrading.
4. The computation of the length of service shall include only the years of teaching experience which were not credited in the computation of step increment due to length of service as provided under Joint CSC-DBM Circular No. 1, series of 1990.
5. The salary increase corresponding to the upgrading of the position shall be effected through the issuance of Notice of Salary Adjustment by the Schools Division Superintendent or Head of the School for secondary schools (copy inclosed). The teacher shall be given the salary rate of the new salary grade corresponding to his designated salary step. (Example: Teacher I, SG 10, Step 2, P8,821.00 monthly shall be given salary adjustment at SG 11, Step 2, P9,349.00 monthly.)
6. Division offices are directed to identify the teachers who meet the length of service requirement provided herein. Priority shall be given to teachers who meet the length of service requirement at earlier dates. However, retireable teachers shall be given priority.
7. Certification as to qualified teachers shall be submitted to the regional director by the division superintendent concerned as bases for payment in addition to the Notice of Salary Adjustment and Service Records.

8. Funding for the initial implementation of the salary upgrading provided herein shall be charged against the allocation for salary adjustment based on Equivalents Record Form and savings from personal services of the concerned divisions and schools in the case of secondary school teachers, subject to the approval of the DBM and existing accounting and auditing rules and regulations.
9. Immediate dissemination and implementation of this Order is directed.

Andrew B. Gonzalez

ANDREW B. GONZALEZ, FSC
Secretary

Reference:

DECS Order No. 27, s. 1999

Allotment: 1---(D.O. 50-97)

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

FORMS
POLICY
TEACHERS

NOTICE OF SALARY ADJUSTMENT

Date _____

Mr./Ms. _____

Sir/Madam:

Pursuant to DECS Order No. _____ dated _____, your salary has been adjusted effective _____ as follows:

Title of Position _____
Item No. _____ BPBlg. _____
Authorized Salary Grade under BPBlg. _____
Salary Grade as of June 30, 1999 _____
Upgraded Salary Grade effective July 1, 1999 _____
Basic Salary as of June 30, 1999 _____
(Including the merit increase if any)
Salary increase per month effective July 1, 1999 _____
Adjusted Salary effective July 1, 1999 _____

This salary adjustment is subject to review and post-audit by the Compensation and Position Classification Bureau, DBM and to appropriate correction and refund if found not in order.

Very truly yours,

By Authority of the Regional Director

School Division Superintendent

Copy furnished:

Commission on Audit
Government Service Insurance System
Civil Service Commission
Regional Director, DECS Regional Office
Compensation and Position Classification Bureau, DBM

