



SEP 27 2010

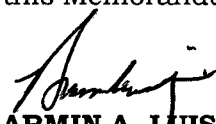
DepEd MEMORANDUM  
No. **416**, s. 2010

**DISSEMINATION OF DBM NATIONAL BUDGET CIRCULAR NO. 526  
(Grant of Step Increments for Specializing in Teaching Science  
and/or Mathematics)**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Secretary, ARMM  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of the National Budget Circular (NBC) No. 526, dated September 6, 2010 from the Department of Budget and Management (DBM) entitled, "**Grant of Step Increments for Specializing in Teaching Science and/or Mathematics**", which is self-explanatory.

2. Immediate and wide dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encl.: As stated

Reference: DepEd Memorandum: No. 203, s. 2010

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

BENEFITS  
FUNDS  
LEGISLATIONS

SALARY  
TEACHERS

R: sgc/budget circular no. 526  
September 20, 2010



Use for Finance & Admin.  
Received by: ESY  
Date: 9/15 Time: 11  
Doc. No. \_\_\_\_\_

DEPARTMENT OF EDUCATION  
OFFICE OF THE SECRETARY



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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
Building II, General Solano Street, San Miguel, Manila

PERSONNEL DIVISION  
SEP 15 2010  
3:34 pm

**NATIONAL BUDGET CIRCULAR**

No. 526

September 6, 2010

**TO :** The Department Secretary, Regional Directors, and Schools Division Superintendents of the Department of Education (DepEd), Regional Cabinet Secretary and Schools Division Superintendents of the Autonomous Regional Government in Muslim Mindanao (ARMM), and All Others Concerned

**SUBJECT :** Grant of Step Increments for Specializing in Teaching Science and/or Mathematics

**1.0 Background**

1.1 The last paragraph of item (4)(c) of the Senate and House of Representatives Joint Resolution No. 4, s. 2009, approved on June 17, 2009, provides as follows:

“The existing position classification factors and other relevant factors shall guide the DBM in the review of salary grade assignments for classes of positions below those for constitutional officials and their equivalent for possible modifications in view of organizational, technological, professional and other developments, and in determining the salary grade assignments of new classes of positions: Provided, That teachers with specialization in Science and Mathematics shall be given three (3) steps higher of his/her salary grade.”

1.2 The grant of these step increments serves as an incentive for Teachers to specialize in Science and/or Mathematics, in line with the thrust of giving focus to teaching these subjects as early as in basic education, thereby setting the foundation for critical tooling towards industrialization and improvement of the Philippine’s global competitiveness standing.

**2.0 Purpose**

This Circular is issued to prescribe the guidelines, rules, and regulations on the grant of Step Increments for Specializing in Teaching Science and/or Mathematics.

### 3.0 Coverage

This Circular covers incumbents of Teacher I, Teacher II, and Teacher III positions in public elementary and secondary schools who specialize in teaching Science and/or Mathematics.

### 4.0 Exclusions

Excluded from the coverage of this Circular are incumbents of Master Teacher positions in public elementary and secondary schools.

### 5.0 Policy Guidelines

5.1 One-time three (3) salary step increments shall be granted to a Teacher who meets all of the following criteria for qualification:

Particulars	Elementary Level	Secondary Level
<b>Position and Salary Grade</b>	Teacher I, SG-11 Teacher II, SG-12 Teacher III, SG-13	Teacher I, SG-11 Teacher II, SG-12 Teacher III, SG-13
<b>Education</b>	Master of Arts in Education, major in Science or Mathematics Education; or  Bachelor of Elementary Education with Certificate Program for Elementary Science/Mathematics Teaching; or  Bachelor's degree with 18 units in Professional Education, plus Certificate Program for Elementary Science/Mathematics Teaching	Bachelor of Secondary Education, Major in Science or Mathematics; or  Bachelor's degree with 18 units in Professional Education, plus Certificate Program for High School Non-Specialist Teachers in Science/Mathematics with a minimum rating of 80% or its equivalent
<b>Teaching Load</b>	Grades IV to VI; at least 6 teaching hours/day, all in Science, or all in Mathematics, or a combination thereof	All year levels; at least 6 teaching hours/day, all in Science, or all in Mathematics, or a combination thereof
<b>Performance Rating</b>	Average rating of Very Satisfactory for the last 3 school years	Average rating of Very Satisfactory for the last 3 school years
<b>Teaching Experience</b>	At least 5 years experience in teaching Science and/or Mathematics as of the end of the last school year	At least 5 years experience in teaching Science and/or Mathematics as of the end of the last school year

<b>Related Training</b>	Continuing professional education – minimum of 40 hours training per year related to Science/Mathematics, not previously used as basis for promotion through the Equivalents Record Form	Continuing professional education – minimum of 40 hours training per year related to Science/Mathematics, not previously used as basis for promotion through the Equivalents Record Form
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5.2 The initial grant of Step Increments for Specializing in Teaching Science and/or Mathematics shall start on January 1, 2011. The next grant for new qualifiers shall be every January 1 of subsequent years.

5.3 A Teacher granted Step Increments for Specializing in Teaching Science and/or Mathematics may still qualify for other step increment/s authorized under existing laws, subject to the pertinent guidelines, rules, and regulations.

**6.0 Rules for Adjusting Salaries**

The following rules shall apply in adjusting the salary of a qualified Teacher:

6.1 Initially Effective January 1, 2011

The actual monthly basic salary of an incumbent Teacher as of December 31, 2010, shall be adjusted to the next three (3) salary steps effective January 1, 2011, but not beyond Step 8. For example, if an incumbent of a position of Teacher I, SG-11, has a monthly basic salary at Step 2, his/her monthly basic salary shall be adjusted to that at Step 5.

6.2 Effective January 1 of Subsequent Years

The actual monthly basic salary of an incumbent Teacher as of December 31 of a particular year shall be adjusted to the next three (3) salary steps effective January 1 of the next year, but not beyond Step 8. For example, if an incumbent of a position of Teacher II, SG-12, has a monthly basic salary at Step 6, his/her monthly basic salary shall be adjusted to that at Step 8.

**7.0 Salary Rules Due to Promotion**

7.1 An incumbent of a Teacher I or Teacher II position who is a recipient of Step Increments for Specializing in Teaching Science and/or Mathematics and is subsequently promoted to continue teaching Science and/or Mathematics in the position of Teacher II, SG-12, or Teacher III, SG-13, respectively, shall be allowed the salary corresponding to Step 4 of the salary grade for the position.

- 7.2 If the actual monthly basic salary in the Teacher I or Teacher II position, inclusive of Step Increments for Specializing in Teaching Science and/or Mathematics, exceeds Step 4 of the position of Teacher II, SG-12, or Teacher III, SG-13, respectively, and falls between two (2) salary steps of the new Teacher position, the monthly basic salary upon promotion shall be that for the higher salary step.

## **8.0 Procedural Guidelines**

- 8.1 The Department Secretary, DepEd, shall immediately cause the issuance of internal guidelines to govern the following:
- 8.1.1 Selection, evaluation, and approval processes relative to the grant of these step increments to the Teachers concerned in both the DepEd and in the DepEd-ARMM, pursuant to the provisions of this Circular; and
  - 8.1.2 Determination of the annual budgetary estimates for the grant of the step increments.
- 8.2 Such internal guidelines shall be used as bases by the DepEd Regional Directors, the Regional Cabinet Secretary of DepEd-ARMM, Schools Division Superintendents, and other officials concerned in the conduct of the selection, evaluation, and approval processes.
- 8.3 Upon approval by the authorities concerned of the list of Teachers qualified to receive the step increments, the Human Resource Management Officer/ Administrative Officer concerned shall prepare the Notice of Salary Adjustment (NOSA) by following the format marked as Annex "A." The Agency Head or his/her authorized representative shall issue the NOSA to the Teacher concerned.
- 8.4 A copy of the NOSA shall be furnished the Government Service Insurance System (GSIS).
- 8.5 The Step Increments granted under this Circular shall be subject to review by the authorities concerned and to appropriate re-adjustment if found not in order. The recipient Teacher shall refund any overpayment received.

## **9.0 Fund Sources**

The amounts required to implement the Step Increments for Specializing in Teaching Science and/or Mathematics, including related compensation and fixed expenditure adjustments, shall be charged against appropriations for the purpose in the annual General Appropriations Act, or any available savings.

**10.0 Responsibilities of Agency Heads**

10.1 The Department Secretary, Regional Directors and Schools Division Superintendents of the DepEd; and the Regional Cabinet Secretary and Schools Division Superintendents of the DepEd-ARMM shall be held responsible for the proper implementation of the provisions of this Circular.

10.2 They shall be held liable for any grant of step increments not in accordance with the provisions of this Circular.

**11.0 Saving Clause**

Cases not covered by the provisions of this Circular shall be referred to the DBM for resolution.

**12.0 Effectivity**

This Circular shall take effect immediately.

  
**FLORENCIO B. ABAD**  
Secretary

Notice of Salary Adjustment

Date: \_\_\_\_\_

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

\_\_\_\_\_:

Pursuant to item 8.3 of National Budget Circular (NBC) No. \_\_\_\_\_ dated \_\_\_\_\_, 2010, implementing item (4)(c) of the Senate and House of Representatives Joint Resolution No. 4, s. 2009, approved on June 17, 2009, your monthly basic salary as adjusted due to Step Increments for Specializing in Teaching Science and/or Mathematics, effective January 1, \_\_\_\_\_, shall be as follows:

1. Adjusted monthly basic salary effective January 1, \_\_\_\_\_, inclusive of \_\_\_\_\_ ( ) Step Increments under the Salary Schedule in NBC No. \_\_\_\_\_; SG-\_\_\_\_, Step \_ P \_\_\_\_\_
2. Less: Actual monthly basic salary as of December 31, \_\_\_\_\_; SG \_\_\_\_\_, Step \_ P \_\_\_\_\_
3. Monthly salary adjustment effective January 1, \_\_\_\_\_ P \_\_\_\_\_

This salary adjustment is subject to review and post audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

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

Position Title: \_\_\_\_\_

Salary Grade: \_\_\_\_\_

Item No./Unique Item No., FY \_\_\_\_\_ Personal Services Itemization and/or Plantilla of Personnel: \_\_\_\_\_

Copy Furnished:  
GSIS