

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
Manila

January 4, 1991

DECS O R D E R
No. 3, s. 1991

PAYMENT OF SUPPLEMENTAL CASH ALLOWANCE AND CLOTHING
ALLOWANCE OF PERSONNEL ABOUT TO RETIRE FROM THE
GOVERNMENT SERVICE WITHIN THE CALENDAR YEAR

To: Bureau Directors
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. For the information and guidance of the field, inclosed is a certified copy of the letter of the Secretary, Department of Budget and Management, Malacañang, Manila, dated September 12, 1990 on the ruling on the payment of Supplemental Cash Allowance (SCA) of elementary school teachers and Clothing Allowance (CA) to those retiring from the service within a given calendar year.

2. As stated in the letter "... since clothing allowance and SCA are granted on a per annum basis, those who render service for less than one year due to retirement or separation from the service or other causes such as leave without pay for at least two months, transfer to other agency before the end of the calendar year, may be granted clothing allowance and SCA proportionate to the number of months of service based on ₱1,000 per annum CA and ₱300 per annum SCA, provided the employee has rendered at least two months of service for the year."

3. Therefore "... teachers retiring in the months of June and July may be paid their CA and SCA computed at ₱83.33/month and ₱25/month, respectively. Non-teachers who have rendered service for less than twelve months of any given year are also allowed on a proportionate basis".

4. Immediate dissemination and strict compliance with this Order is enjoined.

(SGD-) ISIDRO D. CARINO
Secretary

Incl.:

As stated

Reference:

N o n e

Allotment: 1-2-3--(M.O. 1-87)

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

BUREAUS & OFFICES
EMPLOYEES
LEGISLATIONS

OFFICIALS
POLICY
RETIREMENT

RULES & REGULATIONS

(Inclosure to DECS Order No. 3, s. 1991)

Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
Malacañang, Manila

September 12, 1990

Hon. Isidro D. Cariño
Secretary
Department of Education,
Culture and Sports
Palacio del Gobernador
Intramuros, Manila

Attention: Undersecretary Luis R. Baltazar

Secretary Cariño:

This refers to the herein request of the Superintendent, Division of Iligan City, DECS-Region XII, for clarification on whether or not teachers and other personnel retiring from the government service effective June or July, 1990 are entitled to receive their clothing and teaching-aid allowances for calendar year 1990.

Section 38 of the General Provisions of RA 6831, the CY 1990 GAA provides for uniform and clothing allowance (CA) of employees at not more than ₱1,000 each per annum, chargeable against savings, where no amount is specifically appropriated for said allowance.

Likewise, supplemental cash allowance (SCA)/teaching aid allowance of elementary school teachers for chalk, erasers, forms and other supplies and materials directly used for classroom purpose is authorized under MECS Memorandum No. 79, National Budget Circular No. 337, Finance Circular No. 1-81 and COA Circular No. 80-158 dated February 13, 1981.

Accordingly, since clothing allowance and SCA are granted on a per annum basis, those who render service for less than one year due to retirement or separation from the service or other causes such as leave without pay for at least 2 months, transfer to other agency before the end of the calendar year, may be granted clothing allowance and SCA proportionate to the number of months service based on ₱1,000 per annum CA and ₱300 per annum SCA, provided the employee has rendered at least two months of service for the year.

In view thereof, teachers retiring in the months of June and July may be paid their CA and SCA computed at ₱83.33/month and ₱25/month, respectively. Non-teachers who have rendered service for less than twelve months of any given year are also allowed on a proportionate basis.

Very truly yours,

(SGD.) GUILLERMO N. CARAGUE

A true copy