[LETTER OF INSTRUCTIONS NO. 737, September 05, 1978]

RELATIVE TO THE PAYMENT OF TEACHER SALARIES

TO: The Minister of Education and Culture
        The Minister of the Budget
        The Chairman, Commission on Audit
        The President, Government Service
          Insurance System
        The Executive Director, National Computer Center

WHEREAS, the payment of teacher salaries is an important component of the administrative operations of the government;

WHEREAS, there is need to improve existing procedure to handle such payments;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby order and instruct:

1. The Minister of Education and Culture, the Minister of the Budget, the Chairman, Commission on Audit, the President of the Government Service Insurance System and the Executive Director of the National Computer Center are hereby constituted into an Ad Hoc Committee on Teacher Salary Payment Procedure. The Committee shall study existing procedure in the payment of teacher salaries and submit recommendations for improvement. The Minister of Education and Culture shall lead this study.
2. The recommendations of the Committee shall be specifically addressed to the following objectives:
   a. Elimination of the need for teachers to follow up on payment of claims:
   b. The routine submission to teachers of statements of payroll deductions, status of GSIS salary loan repayments, deductions imposed, and other details which will explain to teachers any and all deductions made from their compensation;
   c. Prompt distribution of pay checks, including adjustments or salary increases, terminal leaves and benefits, vacation pay, and the initial salaries of new appointees.
3. The regionalization of the preparation of teacher pay checks shall be specifically studied by the Committee.
4. The Committee shall submit its report no later than October 31, 1978.

Done in the City of Manila, this 5th day of September, in the year of Our Lord, nineteen hundred and seventy-eight.

(Sgd.) FERDINAND E. MARCOS
President of the Philippines