

[**LETTER OF IMPLEMENTATION NO. 92, August 09, 1979**]

**IMPLEMENTING IN FULL THE STAFFING PATTERN SALARY RATES OF THEN
COMMISSION ON ELECTIONS**

WHEREAS, the Reorganization Plan for Commission on Elections prepared and approved under Presidential Decree No. 597 prescribes new salary rates for its personnel;

WHEREAS, under Letter of Instructions No. 840, the Minister of the Budget has been directed to study the possibility of implementing in full the salary rates under that Staffing Pattern; and

WHEREAS, the Minister of the Budget has already completed his study and has submitted his recommendations:

1. The salaries of positions of the Commission on Elections shall be adjusted under the following guidelines:
 - a. Each position in the Comelec other than the members of the Commission whose salaries are fixed in the Constitution and the members of the Career Executive Service shall be adjusted in accordance with the provisions of Paragraph 7 of Letter of Implementation No. 82 based on the actual salary received on April 30, 1979.
 - b. That where the position falling under Section 1 (a) above is still below the salary rate prescribed for the position in the staffing pattern prepared and approved under Presidential Decree No. 597, such position shall be brought to the full prescribed rate: Provided, that where the staffing pattern rates does not fall on a step within a prescribed rate in the national salary scale, it shall be brought to the nearest step higher than the staffing pattern rate; Provided, Further, that where an employee had received a merit increase under the provisions of Budget Circular No. 286 and Civil Service Commission Memorandum Circular No. 3, that merit increase shall be maintained by the same number of the salary steps.
2. These salary adjustments shall be implemented by the issuance of a Plantilla Adjustment Form in the prescribed form herein attached as Annex 1.
3. The Plantilla Adjustment Form shall be certified correct on each page by the Personnel Officer/Administrative Officer and approved by the Chairman.
4. The original and five (5) copies each of the approved Plantilla Adjustment Form shall be furnish the Office of Compensation and Position Classification (OCPC). After verification, the OCPC shall furnish the Civil Service Commission (Central Office) an the Civil Service Commission Regional Office concerned a copy each of the approved Plantilla Adjustment Form which shall serve as the Plantilla Appointment proposal; and a copy to the Commission on Audit for its auditing requirements; and a copy returned to the regional offices or office of origin.
5. The salary adjustment under this Letter of Implementation is subject to appropriate adjustments if, upon review by CCPC, payments are found not in order. The recipient employee is liable to refund any overpayment without prejudice to the provisions of Section.
6. The Chairman of the Commission on Elections shall notify the employee in writing of his adjusted salary under this Letter of Implementation through a Notice of Salary Adjustment in a prescribed form herein attached as Annex "2", subject to review of proper authorities.
7. Any adjustments be the guidelines established in this Letter, as may be determined by the Minister of the Budget, shall be subject to refund by the official or employee concerned. A copy of the Notice of Salary Adjustment shall be furnished the Government Service Insurance System, if the employee is a member thereof.
8. The salary adjustment herein authorized is subject to Government Service Insurance System retirement and life insurance premiums of a member-beneficiary.
9. Cases not covered by this Letter of Implementation shall be referred to the Minister of the Budget.
10. The amounts needed to implement these salary increases shall be charged against items of appropriation incorporated in the Commission on Ejections under Batas Pambansa Blg. 1 and to salary lapses and other personal services savings.
11. The salary adjustment herein referred to shall take effect May 1, 1979.

Done in the City of Manila, this 9th day of August, in the year of Our Lord, nineteen hundred and seventy-nine.

(Sgd.) FERDINAND E. MARCOS