



REPUBLIC OF THE PHILIPPINES
Department of Budget and Management
Boncodin Hall, General Solano Street, San Miguel, Manila



NATIONAL BUDGET CIRCULAR

No. 531
October 27, 2011

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 : Revised Guidelines on the Grant of Step Increments for Specializing in Teaching Science and/or Mathematics

1.0 Background

- 1.1 National Budget Circular (NBC) No. 526 dated September 6, 2010 prescribes the guidelines, rules and regulations on the grant of step increments for specializing in teaching Science and/or Mathematics. Said Circular was issued by DBM pursuant to Item (4)(c) of the Senate and House of Representatives Joint Resolution (JR) No. 4, s. 2009 which states that, "...teachers with specialization in Science and Mathematics shall be given three (3) steps higher of his/her assigned 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 amend the guidelines on the grant of step increments for specializing in Science and/or Mathematics and supersede NBC No. 526.

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
Position and Salary Grade	Teacher I, SG-11 Teacher II, SG-12 Teacher III, SG-13	Teacher I, SG-11 Teacher II, SG-12 Teacher III, SG-13
Education	<p>Master of Arts in Education, major in Science or Mathematics Education; or</p> <p>Bachelor of Elementary Education with at least 120 hours Special Training in Science/Mathematics at the international, national, and/or regional level in Teacher training institutions duly recognized by DepEd, including DOST and UP-NISMED; or</p> <p>Bachelor's degree with 18 units in Professional Education with at least 120 hours Special Training in Science/Mathematics at the international, national, and/or regional level in Teacher training institutions duly recognized by DepEd, including DOST and UP-NISMED.</p>	<p>Master of Arts in Education, major in Science or Mathematics Education; or</p> <p>Bachelor of Secondary Education, major in Science or Mathematics; or</p> <p>Bachelor's degree with 18 units in Professional Education, plus Certificate Program for High School Non-Specialist Teachers in Science/Mathematics with minimum rating of 80% or its equivalent.</p>
Teaching Load	At least 4 teaching loads per day, all in Science or all in Mathematics or a combination thereof	At least 4 teaching loads per day, all in Science or all in Mathematics or a combination thereof
Performance Rating	Average rating of Very Satisfactory for the last 3 school years	Average rating of Very Satisfactory for the last 3 school years
Teaching Experience	At least 3 years experience in teaching Science and/or Mathematics as of the end of the last school year	At least 3 years experience in teaching Science and/or Mathematics as of the end of the last school year
Related Training	Continuing professional education-minimum of 40 hours training per year related to Science/ Mathematics, not previously used as basis for promotion through the Equivalent 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 Equivalent Record Form

- 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 Repealing Clause

NBC No. 526 dated September 6, 2010 is hereby repealed/superseded.

12.0 Effectivity

This Circular shall take effect on January 1, 2011.


FLORENCIO B. ABAD
Secretary