



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED MEMORANDUM ORDER (CMO)


NO. 14
Series of 2003

**TO: CHED REGIONAL OFFICE DIRECTORS
PASUC OFFICIALS
ALL OTHERS CONCERNED**

**SUBJECT: DBM-CHED JOINT CIRCULAR NO. 1: SUC LEVELING
INSTRUMENT AND GUIDELINES FOR THE
IMPLEMENTATION THEREOF**

Pursuant to pertinent provisions of RA 7722 otherwise known as the Higher Education Act of 1994 and the CHED thrust to rationalize the public higher education system, the Department of Budget and Management and the Commission issued DBM-CHED Joint Circular No.1, May 29, 2003, prescribing the instrument and guidelines for the implementation of the SUCs leveling scheme.

The said joint circular is attached for dissemination to and compliance of all concerned.


ROLANDO R. DIZON
Chairman

DEPARTMENT OF BUDGET AND MANAGEMENT
and
COMMISSION ON HIGHER EDUCATION

JOINT CIRCULAR No. 1, s. 2003
May 29, 2003



TO : THE HEADS OF STATE UNIVERSITIES AND COLLEGES (SUCs); THE REGIONAL DIRECTORS OF THE DEPARTMENT OF BUDGET AND MANAGEMENT (DBM) AND THE COMMISSION ON HIGHER EDUCATION (CHED); AND ALL OTHERS CONCERNED

SUBJECT : SUC Leveling Instrument and Guidelines for the Implementation Thereof

- 1.0 This Circular is issued to revise the SUC leveling criteria contained in National Compensation Circular (NCC) No. 56, dated September 30, 1989, implementing RA 6758, the Compensation and Position Classification Act of 1989. Said NCC 56 provides for four levels of SUCs which shall be the basis of the classification of SUC President and Vice-President positions.
- 2.0 The new SUC Leveling Instrument, jointly formulated by the CHED, DBM and the Philippine Association of State Universities and Colleges (PASUC), attached herewith as Annex A shall be the basis for determining the classification and salary grade of the SUC President and the allowable number of Vice Presidents to be designated.
- 3.0 To implement the said Instrument, all SUCs shall submit to the CHED Regional Office concerned all pertinent documents for evaluation. The initial evaluation shall be done jointly by the regional offices of CHED and DBM. The results shall be forwarded for final approval by the National Evaluation Committee (NEC) co-chaired by CHED and DBM. The NEC shall be composed of three (3) other members, one from DBM, one from CHED, and the PASUC Executive Director. Such evaluation shall be undertaken once every three (3) years starting 2003.
- 4.0 The existing classification and salary grade of the SUC President in a SUC whose institutional level as evaluated under the Instrument is higher than its present level shall be adjusted accordingly.
- 5.0 On the other hand, the classification and salary grade of a SUC President in a SUC whose institutional level as evaluated under the Instrument, is lower than its present level shall be maintained. However, once vacated, the classification and salary grade of said position must conform to the SUC level as evaluated.

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No new plantilla position of Vice-President shall be created. Instead, designations may be made in accordance with the classification of the SUCs as evaluated under this Instrument.

- 7.0 All existing plantilla positions of Vice-President may be maintained and shall be considered coterminous with the incumbent. Such position shall be abolished once vacated.
- 8.0 The number of Vice-Presidents, both designated and appointed, shall not exceed the number prescribed for its level as evaluated under the Instrument.
- 9.0 No incumbent shall suffer a reduction in salary, allowances and benefits as a consequence of the implementation of the SUC Leveling Instrument.
- 10.0 No release shall be made for the initial implementation of this Circular. It is understood that any amount needed shall be sourced from available savings or income of the SUC concerned.
- 11.0 This Circular shall take effect immediately.



EMILIA T. BONCODIN

Secretary

Department of Budget and Management



ESTER A. GARCIA

Chairperson

Commission on Higher Education