

RESIDENCE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

ADMINISTRATIVE ORDER NO. 262

AMENDING ADMINISTRATIVE ORDER NO. 13, SERIES OF 1954, STANDARDIZING
SALARIES FOR RANKING POSITIONS IN THE PROVINCIAL AND CITY
GOVERNMENTS.

Pursuant to the provisions of Paragraph 4, Executive Order No. 405, series of 1951, implementing Section 3, Executive Order No. 383, series of 1950, and upon recommendation of the Secretary of Finance, I, CARLOS P. GARCIA, President of the Philippines, do hereby prescribe the following standard rates of compensation for ranking positions in the provincial and city governments not otherwise fixed by law:

	Classes of Provinces						
	1st	2nd	3rd	4th	5th	6th	7th
1. OFFICE OF THE PROV. GOVERNOR							
Chief Clerk or Adm. Officer	4500	4200	3960	3720	3480	3300	3120
Private Secretary	4200	3960	3720	3480	3300	3120	2940
Asst. Private Secretary	3120	2940	2760	2580	2400	2280	2160
Deputy Governor or Agent	2760	2580	2400	2280	2160	2040	1920
Chief of Division	3480	3300	3120	2940	2760	2580	2400
Asst. Chief of Division	3300	3120	2940	2760	2580	2400	2280
Chief of Section	2580	2400	2280	2160	2040	1920	1800
Jail							
Warden	3120	2940	2760	2580	2400	2280	2160
Lieutenant	2040	1920	1800	1680	1560	1440	1440
Sergeant	1920	1800	1680	1560	1440	1440	1440
Private	1680	1560	1440	1440	1440	1440	1440
OFFICE OF THE PROVINCIAL BOARD							
Secretary	5100	5100	4800	4560	4320	4080	3900
2. OFFICE OF THE PROV. TREASURER							
Administrative Deputy	4500	4200	3960	3720	3480	3300	3120
Senior Deputy	3300	3120	2940	2760	2580	2400	2280
Junior Deputy	3120	2940	2760	2580	2400	2280	2160
Market Administrator	3300	3120	2940	2760	2580	2400	2280
Chief of Division:							
Accounting	3720	3480	3300	3120	2940	2760	2580
Cash	3720	3480	3300	3120	2940	2760	2580
Property	3720	3480	3300	3120	2940	2760	2580
Land Tax	3480	3300	3120	2940	2760	2580	2400
Internal Revenue	3300	3120	2940	2760	2580	2400	2280
Asst. Chief of Division	3120	2940	2760	2580	2400	2280	2160
Chief of Section	2760	2580	2400	2280	2160	2040	1920

Provincial Governments (Cont'd.)

	Classes of Province						
	1st	2nd	3rd	4th	5th	6th	7th
<u>3. OFFICE OF THE PROV. AUDITOR</u>	!	!	!	!	!	!	!
Senior Clerk	4500!	4200!	3960!	3720!	3480!	3300!	3120!
<u>Chief of Section:</u>	!	!	!	!	!	!	!
Provincial	3720!	3480!	3300!	3120!	2940!	2760!	2580!
Municipal	3720!	3480!	3300!	3120!	2940!	2760!	2580!
Post Audit	3720!	3480!	3300!	3120!	2940!	2760!	2580!
Miscellaneous	3720!	3480!	3300!	3120!	2940!	2760!	2580!
<u>4. OFFICE OF THE PROV. ASSESSOR</u>	!	!	!	!	!	!	!
Chief Deputy Assessor	3960!	3720!	3480!	3300!	3120!	2940!	2760!
Senior Deputy Assessor	2760!	2580!	2400!	2280!	2160!	2040!	1920!
Junior Deputy Assessor	2580!	2400!	2280!	2160!	2040!	1920!	1800!
<u>5. OFFICE OF THE DIST. ENGINEER</u>	!	!	!	!	!	!	!
Chief Clerk	4200!	3960!	3720!	3480!	3300!	3120!	2940!
Property Clerk	3300!	3120!	2940!	2760!	2580!	2400!	2280!
Ledger Clerk	3120!	2940!	2760!	2580!	2400!	2280!	2160!
Correspondence Clerk	2580!	2400!	2280!	2160!	2040!	1920!	1800!
<u>6. OFF. OF THE PROV. HEALTH OFFICER</u>	!	!	!	!	!	!	!
Chief Clerk or Adm. Deputy	3120!	2940!	2760!	2580!	2400!	2280!	2160!
Chief, Sanitary Inspector	2580!	2400!	2280!	2160!	2040!	1920!	1800!
Asst. Sanitary Inspector	1920!	1800!	1680!	1560!	1440!	1440!	1440!
<u>7. OFFICE OF THE PROV. FISCAL</u>	!	!	!	!	!	!	!
Chief Clerk	3120!	2940!	2760!	2580!	2400!	2280!	2160!
<u>8. OFFICE OF THE PROV. AGR. SUPRV.</u>	!	!	!	!	!	!	!
Asst. Prov. Agr. Agent	3960!	3720!	3480!	3300!	3120!	2940!	2760!
Municipal Agr. Inspector	2580!	2400!	2280!	2160!	2040!	1920!	1800!
Junior Plant Sanitary Inspector	2580!	2400!	2280!	2160!	2040!	1920!	1800!
Asst. Home Demonstrator	2040!	1920!	1800!	1680!	1560!	1440!	1440!

CITY GOVERNMENTS

	Classes of Cities				
	1st	2nd	3rd	4th	5th
<u>1. OFFICE OF THE CITY MAYOR</u>	!	!	!	!	!
Chief Clerk or Administrative Deputy	3960!	3720!	3480!	3300!	3120!
Private Secretary	3720!	3480!	3300!	3120!	2940!
Asst. Private Secretary	2760!	2580!	2400!	2280!	2160!
Agent	2400!	2280!	2160!	2040!	1920!
Chief of Division	3120!	2940!	2760!	2580!	2400!
Asst. Chief of Division	2940!	2760!	2580!	2400!	2280!
Chief of Section	2280!	2160!	2040!	1920!	1800!
<u>2. OFFICE OF THE CITY TREASURER</u>	!	!	!	!	!
Administrative Deputy	3960!	3720!	3480!	3300!	3120!
Senior Deputy	2940!	2760!	2580!	2400!	2280!
Junior Deputy	2760!	2580!	2400!	2280!	2160!
Market Administrator	2940!	2760!	2580!	2400!	2280!
<u>Chief of Division:</u>	!	!	!	!	!
Accounting	3300!	3120!	2940!	2760!	2580!

City Government (Cont'd.)

	Classes of Cities				
	1st	2nd	3rd	4th	5th
<u>OFFICE OF THE TREASURER (CONT'D.)</u>	!	!	!	!	!
Cash	3300!	3120!	2940!	2760!	2580
Property	3300!	3120!	2940!	2760!	2580
Land Tax	3120!	2940!	2760!	2580!	2400
Internal Revenue	2940!	2760!	2580!	2400!	2280
Asst. Chief of Division	2760!	2580!	2400!	2280!	2160
Chief of Section	2400!	2280!	2160!	2040!	1920
3. <u>OFFICE OF THE CITY AUDITOR</u>	!	!	!	!	!
Senior Clerk	3960!	3720!	3480!	3300!	3120
Chief of Section	3300!	3120!	2940!	2760!	2580
4. <u>OFFICE OF THE CITY ASSESSOR</u>	!	!	!	!	!
Chief Deputy Assessor	3480!	3300!	3120!	2940!	2760
Senior Deputy Assessor	2400!	2280!	2160!	2040!	1920
Junior Deputy Assessor	2280!	2160!	2040!	1920!	1800
5. <u>OFFICE OF THE CITY ENGINEER</u>	!	!	!	!	!
Chief Clerk	3720!	3480!	3300!	3120!	2940
Property Clerk	2940!	2760!	2580!	2400!	2280
Ledger Clerk	2760!	2580!	2400!	2280!	2160
Correspondence Clerk	2280!	2160!	2040!	1920!	1800
6. <u>OFFICE OF THE CITY HEALTH OFFICER</u>	!	!	!	!	!
Chief Clerk or Administrative Officer	2760!	2580!	2400!	2280!	2160
Chief Sanitary Inspector	2280!	2160!	2040!	1920!	1800
Asst. Sanitary Inspector	1680!	1560!	1440!	1440!	1440
7. <u>OFFICE OF THE CITY FISCAL</u>	!	!	!	!	!
Chief Clerk	2760!	2580!	2400!	2280!	2160

The rates herein prescribed shall be authorized only for provinces and cities which have not exceeded in their appropriations for salaries and wages in accordance with the limitations prescribed in Republic Act No. 1836 and Section 3 of Executive Order No. 405, series of 1951. If the salaries of the present incumbents of the positions mentioned above should be reduced on account of the application of the above schedule, the said incumbents shall continue to receive their present salaries until their successors are appointed.

This Order shall not be made applicable to the Cities of Manila, Quezon, Pasay and Baguio.

This supersedes Administrative Order No. 13, dated March 17, 1954.

Done in the City of Manila, this 7th day of March, in the year of Our Lord, nineteen hundred and fifty eight and of the Independence of the Philippines, the twelfth.

By the President:

JUAN S. DELA CRUZ
Executive Secretary