



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

August 15, 2024

Division Memorandum
No. 573 s. 2024

PREPARATION AND SUBMISSION OF NOTICE OF SALARY ADJUSTMENT (NOSA) TO TEACHING AND NON-TEACHING PERSONNEL ENTITLED TO SALARY ADJUSTMENT UNDER NBC NO. 594 DATED AUGUST 12, 2024

TO: SGOD and CID Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
School Administrative Officers
All Others Concerned

1. For the preparation and guidance of all concerned, enclosed is the copy of DBM National Budget Circular No. 594 dated August 12, 2024, with the Subject: Implementation of the First Tranche of the Updated Salary Schedule for Civilian Government Personnel Under Executive Order (EO) No. 64, s. 2024, including the annexes prescribing the rules and regulations on the grant of the adjustments to national government personnel effective January 1, 2024.
2. To facilitate and fast-track the preparation of the NOSAs, District Supervisors, School Heads through their assigned Administrative Officers or personnel-in-charge are hereby directed to prepare three (3) copies of NOSA in a prescribed form, Annex "B-1" for regular positions and Annex "B-2" for contractual or casual personnel based from Annex "A". School Heads or the Administrative officers shall affix their initials on the lower right of the name of the Schools Division Superintendent. These shall be submitted to the Personnel Section for validation **not later than August 23, 2024**, duly stamped and received by the Records Section.
3. In the preparation of the NOSA, you are advised to refer to the latest service record and the July or August 2024 payslip of the teacher for the position and step in-charge to make sure that the actual entitlement (position and step) of the teacher shall reflect in the NOSA.

4. Attached are the template of the NOSA and salary schedule for your guidance and reference.
5. For information, wide dissemination and compliance of all concerned.

Capalana
SHERLITA A. PALMA EdD, CESO VI
OIC- Schools Division Superintendent

Enclosure: as stated

Reference: NBC No. 594 dated August 12, 2024

To be indicated in the perpetual index under the following subjects:

Benefits Salary SSL Personnel

OSDS/AU/PS/NMB/081524

