



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

January 23, 2025

Division Memorandum
 No. 068 s. 2025

PREPARATION AND SUBMISSION OF NOTICE OF SALARY ADJUSTMENT (NOSA) TO TEACHING AND NON-TEACHING PERSONNEL ENTITLED TO SALARY ADJUSTMENT UNDER NBC NO. 597 DATED JANUARY 30, 2025

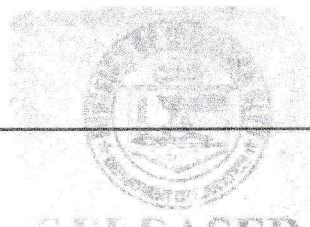
TO: SGOD and CID Chiefs
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 School Administrative Officers
 All Others Concerned

1. For the preparation and guidance of all concerned, enclosed is the copy of DBM National Budget Circular No. 597 dated January 30, 2025 with the Subject: Implementation of the Second 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, 2025.
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 January 31, 2025**, 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 January 2025 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.

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

Enclosure: as stated
 Reference: NBC No. 597 dated January 20, 2025
 To be indicated in the perpetual index under the following subjects:

Benefits Salary SSL Personnel NMB 012325





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