



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

DIVISION ADVISORY No. 429, s. 2021

November 5, 2021

To : Public Schools District Supervisors
All others concerned

Attention: Administrative Officers II of the Districts

1. The Schools Division Office will prepare the Payroll for the grant of **Step Differential** and **Notice of Step Increment (NOSI)** until **December 31, 2021** based on data from the District offices.
2. Be advised that the Administrative Officer II assigned to the district office shall submit the hard copy to the Division Office not later than **November 9, 2021**, while the soft copy must be submitted on the same date to ralphmartin.quintana@deped.gov.ph
3. Immediate dissemination of and compliance with this Advisory is desired.


SALVADOR O. OCHAVO JR., EdD, CESO V
Schools Division Superintendent

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