

Republic of the Philippines

Department of Education

Region VI – Western Visayas SCHOOLS DIVISION OF CAPIZ

Banica, Roxas City

DIVISION ADVISORY No. $\frac{027}{}$, s. 2022

January 26, 2022

To: Public Schools District Supervisors

All others concerned

UPDATING OF DEPED PERSONNEL DATA IN GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)

Attention: Administrative Officers II of the Districts

- 1. In order to update the data of the DepEd personnel in the Government Service Insurance System (GSIS) due to the grant of Step Differential and Notice of Step Increment (NOSI) in the previous year, this office will gather such data from the field.
- 2. Be advised that the Administrative Officer II assigned to the district office shall submit the soft copy using flash drive (USB) in an Excel format to the Division Office not later than **January 31, 2022**, at **Admin Personnel Unit c/o Knarelle Desales.**
- 3. The prescribed format is attached as enclosure.
- 4. Immediate dissemination of and compliance with this Advisory is desired.

SALVADOR O. OCHAVO JR., EdD, CESO V

Schools Division Superintendent

JAN 2 6 2022

sdo/admin



Address: Banica, Roxas City Contact Number: (036) 620 2371 Email Address: capiz@deped.gov.ph Enclosure to SDA 2 3. 2022

Agency Name: DEPED, CAPIZ
Agency BP Number: 1000004288

SALARY ADJUSTMENT

NOSI

FORM C. List of employees with salary adjustments for confirmation as to correct amount of monthly salary and effectively date to be supplied below

!!!!!SAMPLE ONLY!!!!!!

Member BP Number	Last Name	First Name	Suffix (JR, III) N/A if not applicable N/A	MIDDLE NAME		Salary 16200	Effectivity Date of Step Increment 13/09/2021	Position	Status of Employment PERMANENT	Agency BP Number 1000004288	Agency Name DEPED, DIVISION OF CAPIZ
2005665976	DESALES	KNARELLE	IN/A	TONTINIEL/V	00/07/2021						