



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

DIVISION ADVISORY No. 035, s. 2022

January 26, 2022

To : Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

**SUBMISSION OF NOTICES OF SALARY ADJUSTMENT
OF ALL ELEMENTARY AND SENIOR HIGH SCHOOL PERSONNEL**

Attention: Administrative Officers II

1. In compliance with the **Implementation of the Third Tranche of the Modified Salary Schedule for Civilian Personnel in the National Government Pursuant to Republic Act (RA) No. 11466**, the Schools Division Office will gather the necessary data from the field.
2. Administrative Officers II assigned to Elementary, Secondary, Integrated Schools and District Offices shall submit the duly accomplished Notice of Salary Adjustment (NOSA) Form - **Annex B-1** using **Annex A** as guide of the computation together with the updated Notice of Step Increment (NOSI) to the Division Office not later than **February 14, 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 27 2022

sdo/admin



For Regular Positions

Notice of Salary Adjustment

Date: _____

_____:

Pursuant to National Budget Circular No. ____ dated _____, implementing Republic Act No. ____ dated _____, your salary is hereby adjusted effective January 1, 2022, as follows:

- 1. Adjusted monthly basic salary effective January 1, 2022, under the new Salary Schedule; SG _____, Step _____ P _____
- 2. Actual monthly basic salary as of December 31, 2021; SG _____, Step _____ _____
- 3. Monthly salary adjustment effective January 1, 2022 (1-2) P _____

It is understood that this salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

Head of Agency

Position Title: _____
Salary Grade: _____
Item No./Unique Item No., FY ____ Personnel Services Itemization
and/or Plantilla of Personnel: _____

Copy Furnished: GSIS

**Third Tranche Monthly Salary Schedule for Civilian Personnel
of the National Government
Effective January 1, 2022
(In Pesos)**

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	12,517	12,621	12,728	12,834	12,941	13,049	13,159	13,268
2	13,305	13,406	13,509	13,613	13,718	13,823	13,929	14,035
3	14,125	14,234	14,343	14,454	14,565	14,676	14,790	14,903
4	14,993	15,109	15,224	15,341	15,459	15,577	15,698	15,818
5	15,909	16,032	16,155	16,279	16,404	16,530	16,657	16,784
6	16,877	17,007	17,137	17,269	17,402	17,535	17,670	17,806
7	17,899	18,037	18,176	18,315	18,455	18,598	18,740	18,884
8	18,998	19,170	19,343	19,518	19,694	19,872	20,052	20,233
9	20,402	20,572	20,745	20,918	21,093	21,269	21,447	21,626
10	22,190	22,376	22,563	22,752	22,942	23,134	23,327	23,522
11	25,439	25,723	26,012	26,304	26,600	26,901	27,205	27,514
12	27,608	27,892	28,180	28,471	28,766	29,065	29,367	29,673
13	29,798	30,111	30,427	30,747	31,072	31,400	31,732	32,069
14	32,321	32,665	33,013	33,366	33,722	34,083	34,449	34,819
15	35,097	35,475	35,858	36,246	36,638	37,035	37,437	37,845
16	38,150	38,566	38,987	39,413	39,845	40,282	40,725	41,172
17	41,508	41,966	42,429	42,898	43,373	43,854	44,340	44,833
18	45,203	45,706	46,216	46,731	47,254	47,783	48,318	48,860
19	49,835	50,574	51,325	52,088	52,864	53,652	54,454	55,268
20	55,799	56,633	57,482	58,344	59,221	60,112	61,017	61,937
21	62,449	63,392	64,351	65,325	66,316	67,322	68,345	69,385
22	69,963	71,029	72,113	73,214	74,333	75,471	76,627	77,801
23	78,455	79,659	80,884	82,133	83,474	84,836	86,220	87,628
24	88,410	89,853	91,320	92,810	94,325	95,865	97,430	99,020
25	100,788	102,433	104,105	105,804	107,531	109,286	111,070	112,883
26	113,891	115,749	117,639	119,558	121,510	123,493	125,508	127,557
27	128,696	130,797	132,931	135,101	137,306	139,547	141,825	144,140
28	145,427	147,800	150,213	152,664	155,155	157,689	160,262	162,877
29	164,332	167,015	169,740	172,511	175,326	178,188	181,096	184,052
30	185,695	188,726	191,806	194,937	198,118	201,352	204,638	207,978
31	273,278	278,615	284,057	289,605	295,262	301,028	306,908	312,902
32	325,807	332,378	339,080	345,918	352,894	360,011	367,272	374,678
33	411,382	423,723						