



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

Telefax No. (036) 6210-974 / Tel. No. (036) 6216-118

March 16, 2020

DIVISION MEMORANDUM

No. 045, 2020

**ISSUANCE OF THE NOTICE OF SALARY ADJUSTMENT (NOSA) FOR THE
1ST TRANCHE**

To: ***All Heads of Elementary & Secondary Schools
All Others Concerned***

1. Per DBM guidelines on the implementation of the 1st tranche of modified salary adjustment in 2020 with the issuance of National Budget Circular No. 579, pursuant to Republic Act (RA) No. 11466, which takes effect retroactively starting January 1, 2020.
2. The procedural guidelines and responsibilities of the agencies with regards to the compensation hike are also outline in the circular. Thus, all Secondary School Heads shall prepare Notices of Salary Adjustment (NOSAs) for incumbent personnel for approval by Head of Agency.
3. The responsible officers shall be held liable for any payment not in accordance with the provisions hereof without prejudice to the refund by the employees concerned of any unauthorized payments.
4. **NOSAs** shall be issued to the personnel concerned, copy furnished the GSIS (if applicable) before payments made by the school.
5. The Preparation of NOSA for Elementary School shall be done by the personnel in-charge of the District and for Senior High School, Administrative Assistant- II or Administrative Officer- II assigned in the school.
6. Attached is the prescribe forms of Notice of Salary Adjustment (NOSA) for 1st tranche.
7. For your guidance and compliance.


SALVADOR O. OCHAVO, JR., ED.D., CESO V
Schools Division Superintendent

For Regular Positions

Notice of Salary Adjustment

Date: Not earlier than Jan. 24, 20²⁰

Name
School/District
Address of School/District
Sir/Madam _____:

Pursuant to National Budget Circular No. 579 dated Jan. 24, 2019, implementing Republic Act No. 11466 dated _____, your salary is hereby adjusted effective January 1, 2020, as follows: 22 JUL 2019

1. Adjusted monthly basic salary effective January 1, 2020, under the new Salary Schedule; SG _____, Step _____ P _____
2. Actual monthly basic salary as of December 31, 2019; SG _____, Step _____ _____
3. Monthly salary adjustment effective January 1, 2020 (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,

SALVADOR O. OCHAVO, JR., Ed.D., CESO V
Schools Division Superintendent

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