



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

January 16, 2023

DIVISION MEMORANDUM

No. 023, s. 2022

**SUBMISSION OF NOTICES OF SALARY ADJUSTMENT
OF ALL DIVISION PERSONNEL**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools

1. In connection with the **Implementation of the Fourth Tranche of the Modified Salary Schedule for Civilian Personnel in the National Government Pursuant to Republic Act (RA) No. 11466 per National Budget Circular No. 591 dated January 10, 2023**, this Office will gather the necessary data from the field.
2. Administrative Officers II assigned in Elementary, Secondary, Integrated Schools and District Offices are requested to submit three (3) hard copies, filed in separate folders, of the duly accomplished Notice of Salary Adjustment (NOSA) Form - **Annex B-1**, using **Annex A** as guide for the computation, to the Division Office not later than **January 27, 2023** at **Admin Section, Personnel Unit c/o Joel Lauron**. Further, the duly accomplished soft copy of **Form F** for Employees Salary Adjustment with the GSIS shall be submitted to the email address: <https://bit.ly/sdocapizNOSA2023>.
3. The prescribed formats are attached as enclosures.
4. Immediate dissemination of and compliance with this Memorandum are desired.

MIGUEL MAC/D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index
Under the following subjects:

PERSONNEL

SALARY



Address: Banica, Roxas City
Contact Number: (036) 651-8454
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>

Annex "B-1"

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, 2023, as follows:

- 1. Adjusted monthly basic salary effective January 1, 2023, under the new Salary Schedule; SG ____, Step ____ P _____
- 2. Actual monthly basic salary as of December 31, 2022; SG ____, Step ____ _____
- 3. Monthly salary adjustment effective January 1, 2023 (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

ANNEX "A"

**Fourth Tranche Monthly Salary Schedule for Civilian Personnel
of the National Government
Effective January 1, 2023
(In Pesos)**

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	13,000	13,109	13,219	13,329	13,441	13,553	13,666	13,780
2	13,819	13,925	14,032	14,140	14,248	14,357	14,468	14,578
3	14,678	14,792	14,905	15,020	15,136	15,251	15,369	15,486
4	15,586	15,706	15,827	15,948	16,071	16,193	16,318	16,443
5	16,543	16,671	16,799	16,928	17,057	17,189	17,321	17,453
6	17,553	17,688	17,824	17,962	18,100	18,238	18,379	18,520
7	18,620	18,763	18,907	19,053	19,198	19,346	19,494	19,644
8	19,744	19,923	20,104	20,285	20,468	20,653	20,840	21,029
9	21,211	21,388	21,567	21,747	21,929	22,112	22,297	22,483
10	23,176	23,370	23,565	23,762	23,961	24,161	24,363	24,567
11	27,000	27,284	27,573	27,865	28,161	28,462	28,766	29,075
12	29,165	29,449	29,737	30,028	30,323	30,622	30,924	31,230
13	31,320	31,633	31,949	32,269	32,594	32,922	33,254	33,591
14	33,843	34,187	34,535	34,888	35,244	35,605	35,971	36,341
15	36,619	36,997	37,380	37,768	38,160	38,557	38,959	39,367
16	39,672	40,088	40,509	40,935	41,367	41,804	42,247	42,694
17	43,030	43,488	43,951	44,420	44,895	45,376	45,862	46,355
18	46,725	47,228	47,738	48,253	48,776	49,305	49,840	50,382
19	51,357	52,096	52,847	53,610	54,386	55,174	55,976	56,790
20	57,347	58,181	59,030	59,892	60,769	61,660	62,565	63,485
21	63,997	64,940	65,899	66,873	67,864	68,870	69,893	70,933
22	71,511	72,577	73,661	74,762	75,881	77,019	78,175	79,349
23	80,003	81,207	82,432	83,683	85,049	86,437	87,847	89,281
24	90,078	91,548	93,043	94,562	96,105	97,674	99,268	100,888
25	102,690	104,366	106,069	107,800	109,560	111,348	113,166	115,012
26	116,040	117,933	119,858	121,814	123,803	125,823	127,876	129,964
27	131,124	133,264	135,440	137,650	139,897	142,180	144,501	146,859
28	148,171	150,589	153,047	155,545	158,083	160,664	163,286	165,951
29	167,432	170,166	172,943	175,766	178,634	181,550	184,513	187,525
30	189,199	192,286	195,425	198,615	201,856	205,151	208,499	211,902
31	278,434	283,872	289,416	295,069	300,833	306,708	312,699	318,806
32	331,954	338,649	345,478	352,445	359,553	366,804	374,202	381,748
33	419,144	431,718						

Issue No. 01, Rev No. 01 (12 August 2022), FM-GSIS-OPS-UMR-07

*AGENCY NAME: DEPED, CAPIZ DIVISION

*Agency BP Number: 1000004288

I confirm my understanding of the Privacy Policy of the GSIS pursuant to the requirements of Republic Act (R.A.) No. 10173, otherwise known as the Data Privacy Act, and consent to the manner of collection, use, access, disclosure and processing of my personal and sensitive personal data by the GSIS (details of the GSIS Data Privacy Policy may be found at <https://www.gsis.gov.ph/gsis-privacy-statement/>).

FOR AGENCY REMITTANCE ADVICE

FORM F. Batch Update Template for Employees with Salary Adjustment

- Notes:
 1. Intended for Batch Salary Updating request
 2. Fields marked with asterisk (*) are mandatory

Member BP Number*	LAST NAME*	FIRST NAME*	SUFFIX* (Please enter N/A if not supplied)	MIDDLE NAME* (Please enter N/A if not supplied)	DATE OF BIRTH* (MM/DD/YYYY)	BASIC MONTHLY SALARY*	EFFECTIVITY DATE	POSITION*	EMPLOYMENT STATUS*	REMARKS
							FROM* (MM/DD/YYYY)			

PERMANENT