



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF CAPIZ

August 12, 2024

**DIVISION MEMORANDUM**  
**No. 464 s. 2024**

**PREPARATION OF NOTICES OF SALARY ADJUSTMENT (NOSA) FOR THE  
IMPLEMENTATION OF THE 1<sup>ST</sup> TRANCHE OF UPDATED SALARY  
SCHEDULE FOR CIVILIAN PERSONNEL**

TO : OIC, Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Integrated and Secondary Schools  
Clustered Elementary and Secondary School Administrative Officers II (AO II)  
Secondary School Administrative Assistants II (ADAS II)  
All Others Concerned

1. In view of National Budget Circular No. 594 dated August 12, 2024, "Implementation of the First Tranche of the Updated Salary Schedule for Civilian Government Personnel Under Executive Order (EO) No. 64, s. 2024", this Office requests the preparation of the Notice of Salary Adjustment (NOSA) of all public elementary and secondary school personnel.
2. The accomplished NOSAs will be the basis for the adjustment of salary in the regular payroll, payment of salary differential, updating of plantilla, and other personnel actions.
3. The school AO II and ADAS II shall prepare NOSAs for incumbent civilian personnel effective January 1, 2024 (1 copy only) and shall be submitted to the **Personnel Section on or before August 23, 2024 c/o Mary Grace Daradar for Elementary and Ms. Christine Abigail Degala for Secondary Schools.**
4. Enclosed is the copy of the 1<sup>st</sup> Tranche Salary Schedule and NOSA Form.
5. 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:

POLICY                      ADJUSTMENT

DDB/ DM\_NOSA2024  
0012/ August 12, 2024



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** capiz@deped.gov.ph  
**Website:** <http://depedcapiz.ph>

**First Tranche Monthly Salary Schedule  
for Civilian Personnel  
of the National Government  
Effective January 1, 2024  
(In Pesos)**

<b>Salary Grade</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
1	13,530	13,633	13,748	13,862	13,979	14,095	14,213	14,331
2	14,372	14,482	14,593	14,706	14,818	14,931	15,047	15,161
3	15,265	15,384	15,501	15,621	15,741	15,861	15,984	16,105
4	16,209	16,334	16,460	16,586	16,714	16,841	16,971	17,101
5	17,205	17,338	17,471	17,605	17,739	17,877	18,014	18,151
6	18,255	18,396	18,537	18,680	18,824	18,968	19,114	19,261
7	19,365	19,514	19,663	19,815	19,966	20,120	20,274	20,430
8	20,534	20,720	20,908	21,096	21,287	21,479	21,674	21,870
9	22,219	22,404	22,591	22,780	22,971	23,162	23,356	23,551
10	24,381	24,585	24,790	24,998	25,207	25,417	25,630	25,844
11	28,512	28,796	29,085	29,377	29,673	29,974	30,278	30,587
12	30,705	30,989	31,277	31,568	31,863	32,162	32,464	32,770
13	32,870	33,183	33,499	33,819	34,144	34,472	34,804	35,141
14	35,434	35,794	36,158	36,528	36,900	37,278	37,662	38,049
15	38,413	38,810	39,212	39,619	40,030	40,446	40,868	41,296
16	41,616	42,052	42,494	42,941	43,394	43,852	44,317	44,786
17	45,138	45,619	46,105	46,597	47,095	47,599	48,109	48,626
18	49,015	49,542	50,077	50,617	51,166	51,721	52,282	52,851
19	53,873	54,649	55,437	56,237	57,051	57,878	58,719	59,573
20	60,157	61,032	61,922	62,827	63,747	64,669	65,599	66,532
21	67,005	67,992	68,996	70,016	71,054	72,107	73,143	74,231
22	74,836	75,952	77,086	78,238	79,409	80,562	81,771	82,999
23	83,659	84,918	86,199	87,507	88,936	90,387	91,862	93,299
24	94,132	95,668	97,230	98,817	100,430	102,069	103,685	105,378
25	107,208	108,958	110,736	112,543	114,381	116,247	118,145	120,073
26	121,146	123,122	125,132	127,174	129,250	131,359	133,503	135,682
27	136,893	139,128	141,399	143,638	145,983	148,080	150,498	152,954
28	154,320	156,838	159,398	161,845	164,485	167,171	169,654	172,423
29	173,962	176,802	179,688	182,621	185,601	188,267	191,340	194,463
30	196,199	199,401	202,558	205,765	209,022	212,434	215,796	219,319
31	285,813	291,395	297,086	302,741	308,504	314,468	320,516	326,681
32	339,921	346,777	353,769	360,727	368,002	375,424	382,996	390,719
33	428,994	441,863						



Republic of the Philippines  
 Department of Education  
 Region VI - Western Visayas  
 SCHOOLS DIVISION OF CAPIZ

## NOTICE OF SALARY ADJUSTMENT

August 12, 2024

[NAME]  
 [School]  
 [Address]

Sir/Madam:

Pursuant to National Budget Circular No. 594 dated August 12, 2024, implementing Executive Order No. 64 dated August 2, 2024, your salary is hereby adjusted effective January 1, 2024, as follows:

- |   |              |
|---|--------------|
| 1. Adjusted monthly basic salary effective January 1, 2024, under the new Salary Schedule; SG _____, Step _____ | ₱ _____      |
| 2. Actual monthly basic salary as of December 31, 2023; SG _____, Step _____                                    | ₱ _____      |
| 3. Monthly salary adjustment effective January 1, 2024 (1-2)  | ₱ _____ 0.00 |

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,

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

Position Title: \_\_\_\_\_  
 Salary Grade: \_\_\_\_\_  
 Item No./Unique Item No., FY \_\_\_\_ Personal Itemization  
 and/or Plantilla of Personnel: \_\_\_\_\_

Copy Furnished: GSIS



**Address:** Banica, Roxas City, Capiz  
**Contact Number:** (036) 620 2371  
**Email Address:** capiz@deped.gov.ph  
**Website:** <http://depedcapiz.ph>