



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

29 AUG 2024

DIVISION MEMORANDUM

No. 501, s. 2024

**INSTRUCTIONS ON THE IMPLEMENTATION OF EXECUTIVE ORDER
NO. 64, S. 2024 (UPDATING THE SALARY SCHEDULE FOR CIVILIAN
GOVERNMENT PERSONNEL AND AUTHORIZING THE GRANT OF AN
ADDITIONAL ALLOWANCE, AND FOR OTHER PURPOSES)**

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
All Others Concerned

1. Attached is Memorandum OM-OUHROD-2024-1628 dated August 21, 2024 titled **Instruction on the Implementation of Executive Order No. 64, s. 2024 (Updating the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of an Additional Allowance, and for other Purposes)**.
2. Immediate dissemination of this Memorandum is desired.


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

Enclosure: None
Reference: None
To be indicated in the Perpetual Index
Under the following subjects

SALARY

PERSONNEL

ALLOWANCE



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Republika ng Pilipinas

Department of Education

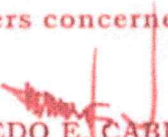
OFFICE OF THE UNDERSECRETARY

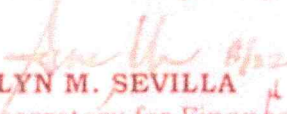
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

OM-OUHROD-2024-1628

FOR : Regional Directors
Schools Division Superintendents
School Heads
All others concerned

FROM :  WILFREDO E. CABRAL
Regional Director
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

:  ANNALYN M. SEVILLA
Undersecretary for Finance

SUBJECT : INSTRUCTIONS ON THE IMPLEMENTATION OF EXECUTIVE ORDER NO. 64 S. 2024 (*Updating the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of an Additional Allowance, and for other Purposes*)

DATE : 21 August 2024

Pursuant to the National Budget Circular No. 594 entitled *Implementation of the First Tranche of the Updated Salary Schedule for Civilian Government Under Executive Order (EO) No. 64 s. 2024*, this is to provide guidance on the implementation of the salary adjustment/schedule **effective 01 January 2024**.

In this regard, the Human Resource Management Officers (HRMOs) and/or Administrative Officers (AOs) are hereby instructed that the Notice of Salary Adjustments (NOSAs) should have been issued based on the Section 7.0 of the National Budget Circular No. 594 or the Procedural Guidelines of the implementation of the First Tranche Salary Schedule.

Section 8.0 of the said NBC provides that:

"The amounts required for the salary adjustment of civilian government personnel in FY 2024 shall be charged against the Miscellaneous Personnel Benefits Fund (MPBF) and any available appropriations under RA No. 11975 or the FY 2024 General Appropriations Act (GAA) subject to budgeting, accounting, and auditing rules and regulations."

Moreover, Section 9.0 of the DBM circular states that the DBM shall release to the agencies concerned the Special Allotment Release Orders (SAROs) to implement the first tranche of the salary adjustment.

The implementation of this issuance shall prompt the retroactive payment of the January to August 2024 salary differential of eligible employees as well as their differential pay for Mid-Year Bonus for FY 2024, which shall be charged based on the available Personnel Services (PS) budget while waiting for the release of SARO from the DBM. The Finance sections/units are also instructed to coordinate with the DBM Regional Offices for the immediate release of SARO to their respective regions.

The Information and Communications Technology Service (ICTS) of DepEd Central Office shall release the necessary program adjustments in the payroll system to implement the salary increase starting September 2024 payroll preparation.

Furthermore, the Regional Offices are hereby instructed to submit reports on the status of the preparation of NOSA and salary differentials, which shall be submitted to this Office through the official email at bhrod.pd@deped.gov.ph on or before August 30, 2024.

For your information and compliance.

AS 8/12



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