



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

January 12, 2023

DIVISION MEMORANDUM

No. 020 s. 2023

SUBMISSION OF NOTICE OF SALARY ADJUSTMENT (NOSA) FOR CY 2023

To : Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Division Unit Heads
Public Schools District Supervisors
Elementary, JHS and SHS Principals/OICs
All Others Concerned

1. In compliance to National Budget Circular No. 591 dated January 10, 2023 (implementing R.A. No. 11466 dated January 08, 2020), please be informed of the submission of the NOSA, to wit:

Document	Deadline of Submission	Signatory
Notice of Salary Adjustments (NOSA) (two copies)	January 31, 2023	Head of Agency

2. Use the attached template for NOSA.
3. For information, dissemination and strict compliance.

Digitally signed by
Quiambao Rowena Tizon
Date: 2023.01.17 10:43:15
+08'00'

ROWENA T. QUIAMBAO, CESE
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

HR/hrmo





Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

Notice of Salary Adjustment

(Date) _____

Employee No.: _____

Sir/Madam:

Pursuant to National Budget Circular No. 591 dated January 10, 2023, implementing Republic Act No. 11466 dated January 8, 2020, 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 ____ ₱ _____
2. Actual monthly basic salary as of December 31, 2022
SG ____, Step ____ ₱ _____
3. Monthly salary adjustment effective January 1, 2023 (1-2) ₱ _____

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,

ROWENA T. QUIAMBAO, CESE
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Position Title: _____

Salary Grade: _____

Item No./Unique No., FY 2023 Personnel Service Itemization

And/or Plantilla of Personnel: _____

Copy Furnished: GSIS

