



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

DIVISION MEMORANDUM
No. 349 s. 2024


SUBMISSION OF NOTICE OF SALARY ADJUSTMENT (NOSA) FOR CY 2024

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. 594 dated August 12, 2024 implementing Executive Order No. 64 dated August 02, 2024, please be informed of the submission of the following:

Documents	Deadline of Submission	Signatory
Notice of Salary Adjustments (NOSA) (two copies)	August 20, 2024	Head of Agency

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


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent ✓

August 13, 2024
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. 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 <u>January 1, 2024</u> , under the new Salary Schedule; SG ____ Step ____ | ₱ _____ |
| 2. Actual monthly basic salary as of <u>December 31, 2023</u>
SG ____, Step ____ | ₱ _____ |
| 3. Monthly salary adjustment effective <u>January 1, 2024</u> (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,

NORMA P. ESTEBAN, EdD., CESO V
 Schools Division Superintendent

Position Title: _____
 Salary Grade: _____
 Item No./Unique No., FY 2024 Personnel Service Itemization
 And/or Plantilla of Personnel: _____

Copy Furnished: GSIS



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