



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

DIVISION MEMORANDUM
No. 59 s. 2025

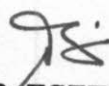
SUBMISSION OF NOTICE OF SALARY ADJUSTMENT (NOSA) FOR CY 2025

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. 597 dated January 20, 2025 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)	February 07, 2025	Head of Agency

2. Use the attached templates for permanent and casual employees.
3. For information, dissemination and strict compliance.


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

January 27, 2025



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

Notice of Salary Adjustment

Employee No.: _____

Sir/Madam:

Pursuant to National Budget Circular No. 597 dated January 20, 2025, implementing Executive Order No. 64 dated August 2, 2024, your salary is hereby adjusted effective January 1, 2025, as follows:

1. Adjusted monthly basic salary effective January 1, 2025, under the new Salary Schedule; SG ____ Step ____

₱ _____

2. Actual monthly basic salary as of December 31, 2024
SG ____, Step ____

₱ _____

3. Monthly salary adjustment effective January 1, 2025 (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 2025 Personnel Service Itemization
And/or Plantilla of Personnel: _____

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

**Notice of Salary Adjustment
(For Casual Employee)**

Sir/Madam:

Pursuant to National Budget Circular No. 597 dated January 20, 2025, implementing Executive Order No. 64 dated August 2, 2024, your salary is hereby adjusted effective _____, as follows:

1. Monthly basic salary/daily wage rate, under the new Salary Schedule; SG _____ ₱ _____
2. Actual monthly basic salary/daily wage rate as of December 31, 2024; SG _____ ₱ _____
3. Monthly salary adjustment/Daily wage adjustment effective _____ (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: _____

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