



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

RELEASED
 Jan 18 2023
 DEPED-ABRA TIME 4:45

Office of the Schools Division Superintendent

January 17, 2023

DIVISION MEMORANDUM
 No. 022 s.2023

**PREPARATION OF NOTICE OF SALARY ADJUSTMENT (NOSA) FOR
 THE IMPLEMENTATION OF THE FOURTH TRANCHE OF THE MODIFIED
 SALARY SCHEDULE FY 2023**

To: Assistant Schools Division Superintendent
 Chief Education Supervisor
 Public Elementary and Secondary School Heads
 All Other Concerned Personnel

1. In view of the National Budget Circular No. 591 dated January 10, 2023, "Implementation of the Fourth Tranche of the Modified Salary Schedule for Civilian Personnel in the National Government Pursuant to Republic Act No 11466, this office requires the preparation of Notice of Salary Adjustment (NOSA) of all Public Elementary and Secondary Personnel FY 2023.
2. The accomplished NOSAs will be the basis for the adjustment of salaries in the regular payroll, payment of salary differential, updating of plantilla, and other personnel actions.
3. NOSA effective January 01, 2023, will be prepared by school/district in two copies and shall be submitted to the Personnel Office for checking before the approval by the Head of Agency.
4. The NOSAs shall be issued to the personnel concerned, copy furnished the Government Service Insurance System (GSIS).
5. Enclosed is the copy of NOSA and the Fourth Tranche Salary Schedule as the basis for the preparation of it.
6. For information, widest dissemination and strict compliance.


BENILDA M. DAYTACA EdD, CESO V
 Schools Division Superintendent

Enc. /s: NOSA, Fourth Tranche Salary Schedule
 JHP/ascua-OSDS-Admin



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For Regular Positions

Notice of Salary Adjustment

Date: _____

_____:

Pursuant to National Budget Circular No. _____ dated _____, implementing Republic Act No. _____ dated _____, 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 _____ P _____
- 2. Actual monthly basic salary as of December 31, 2022; SG _____, Step _____ _____
- 3. Monthly salary adjustment effective January 1, 2023 (1-2) P _____

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,

Head of Agency

Position Title: _____
Salary Grade: _____
Item No./Unique Item No., FY _____ Personnel Services Itemization
and/or Plantilla of Personnel: _____

Copy Furnished: GSIS

For Contractual/Casual Personnel

Notice of Salary/Wage Adjustment

Date: _____

_____;

Pursuant to National Budget Circular No. _____ dated _____, implementing Republic Act No. _____ dated _____, your salary/daily wage is hereby adjusted effective _____, as follows:

- 1. Monthly basic salary/daily wage rate under the new Salary Schedule; SG _____ P _____
- 2. Actual monthly basic salary/daily wage rate as of December 31, 2022; SG _____ _____
- 3. Monthly salary adjustment/Daily wage adjustment effective _____ (1-2) P _____

It is understood that this salary/wage adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

Head of Agency

Position Title: _____
Salary Grade: _____

Copy Furnished: GSIS