



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEB 07 2022

MEMORANDUM

No. _____, s. 2022

**PREPARATION AND SUBMISSION OF NOTICE OF SALARY ADJUSTMENT (NOSA)
FOR THE IMPLEMENTATION OF THE THIRD TRANCHE OF THE MODIFIED
SALARY SCHEDULE**

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Division /District Supervisors
All Public Elementary & Secondary School Principals/OICs
Administrative Officer V
All others concerned

1. Pursuant to DBM National Budget Circular No. 588 dated January 3, 2022 prescribing the guidelines, rules and regulations for the implementation of the Third Tranche of the Modified Salary Schedule, the division is directed to prepare the personnel's Notice of Salary Adjustment.
2. To facilitate and fast track the preparation of NOSAs, Principals and Officers-in-Charge of the schools through their Administrative Officers or HR-in-Charge are hereby directed to prepare two (2) copies of NOSA. These shall be submitted to the Personnel Section of the Division Office on or before February 11, 2022.
3. In the preparation of NOSA, you are advised to refer to the latest appointment or December 2021 payslip of the personnel for the position and step. In-charge of the preparation are instructed to make sure that the actual entitlement (position and step) of the personnel shall reflect to the NOSA.
4. Furthermore, please submit GSIS ARA Form C for the updating of salary in the GSIS Database.
5. Attached are the template of the GSIS ARA Form C, NOSA and NBC No. 588 for your guidance and reference.
6. Immediate and wide dissemination of, and compliance to this Memorandum is desired.


DOMINICO C. IDANAN CESO V
Schools Division Superintendent

References: NBC No. 588

To be indicated in the Perpetual of Index
under the following subjects:
SALARY

HR-GFV/ MEMO/ ____/ Feb 4,2022



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