



Republic of the Philippines
Department of Education
 National Capital Region
 Schools Division Office – Muntinlupa City

2024-0719 HR

Office of the Schools Division
 Superintendent

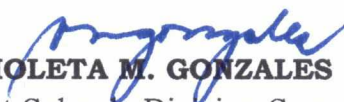
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DIVISION MEMORANDUM
 No. 252, s. 2024

**INSTRUCTIONS ON THE IMPLEMENTATION OF EXECUTIVE ORDER
 NO. 64 S. 2024 (Updating the Salary Schedule for Civilian
 Government Personnel and Authorizing the Grant of
 an Additional Allowance, and for other Purposes)**

To: Assistant Schools Division Superintendent
 Chief Education Supervisor, Curriculum Implementation Division
 OIC-Chief Education Supervisor, School Governance and Operations Division
 Elementary and Secondary School Principals
 Administrative Officer V
 All Others Concerned

- In compliance to the DepED Memorandum OM-OUHROD-2024-1628 dated August 22, 2024 entitled, "Instructions on the Implementation of Executive Order no. 64 S. 2024 (Updating the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of an Additional Allowance, and for other Purposes)", this division shall implement the new salary rate effective January 1, 2024.
- Administrative Officers II / School HR in-Charge are directed to ensure the correctness and submit the hard copy of the School Personnel's Notice of Salary Adjustment (NOSA), with initial signature of the School Head. Consequently, GSIS ARA Form F (soft copy) template can be accessed through this link: <https://tinyurl.com/SDOMuntFormF>. Accomplished ARA Form F shall be uploaded on the same link, on or before August 30, 2024. Late submission will merit the unupdated GSIS premiums.
- The NOSA shall be prepared in two (2) copies with proper transmittal letter indicating if Elementary, Junior High School and Senior High School. NOSAs' signed by the Schools Division Superintendent and will be returned to the schools for the distribution for 201 files.
- Please see the following enclosures attached for reference:
 Enclosure 1. NOSA template
 Enclosure 2. GSIS Form F template (soft copy only)
- Immediate dissemination of, and strict compliance to this memorandum is desired.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
 Officer-in-charge
 Office of the Schools Division Superintendent

Enclosure: as stated
 References: as stated

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

NOTICE OF SALARY ADJUSTMENT SERVICE RECORD

HR-JY/ INSTRUCTIONS ON THE IMPLEMENTATION OF EXECUTIVE ORDER NO. 64 S. 2024 (Updating the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of an Additional Allowance, and for other Purposes) 252/August 27, 2024

NUM-2024-252

252



Student Center for Life Skills Bldg., Centennial Ave., Brgy. Tunasan, Muntinlupa City
 (02) 8829 – 2308, (02) 8478-2846
sdo.muntinlupa@gmail.com
<https://deped-muntinlupa.com>

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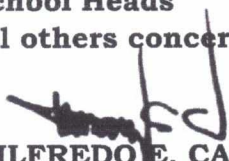
Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
OM-OUHROD-2024-1628

TO : **Regional Directors**
Schools Division Superintendents
School Heads
All others concerned

FROM : 
WILFREDO E. CABRAL
Regional Director
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development


: **ANNALYN M. SEVILLA**
Undersecretary for Finance

SUBJECT : **INSTRUCTIONS ON THE IMPLEMENTATION OF EXECUTIVE ORDER NO. 64 S. 2024 (Updating the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of an Additional Allowance, and for other Purposes)**

DATE : 22 August 2024

Pursuant to the National Budget Circular No. 594 entitled *Implementation of the First Tranche of the Updated Salary Schedule for Civilian Government Personnel Under Executive Order (EO) No. 64 s. 2024*, this is to provide guidance on the implementation of the salary adjustment/schedule **effective 01 January 2024**.

In this regard, the Human Resource Management Officers (HRMOs) and/or Administrative Officers (AOs) are hereby instructed to prepare and issue the Notice of Salary Adjustments (NOSAs) following the applicable format as stated in Section 7.0 of the National Budget Circular No. 594, the Procedural Guidelines Section

Section 8.1 of the said NBC provides that:

“The amounts required for the salary adjustment of civilian government personnel in FY 2024 shall be charged against the Miscellaneous Personnel Benefits Fund (MPBF) and any available appropriations under RA No. 11975 or the FY 2024 General Appropriations Act (GAA) subject to budgeting, accounting, and auditing rules and regulations.”



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Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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Moreover, Section 9.0 of the DBM circular states that the DBM shall release to the agencies concerned the Special Allotment Release Orders (SAROs) to implement the first tranche of the salary adjustment.

The implementation of this issuance shall prompt the retroactive payment of the January to August 2024 salary differential of eligible employees as well as their differential pay for Mid-Year Bonus for FY 2024, which shall be charged based on the available Personnel Services (PS) budget while waiting for the release of SARO from the DBM. As of August 21, 2024, the DBM is already preparing the SAROs for the salary differential.

Please be informed, however, that the said increase in monthly salary shall also allow obligations under the undeducted portion of the payslip to be automatically deducted in their salaries provided that the amortizations can be accommodated by the salary increase.

The Information and Communications Technology Service (ICTS) of DepEd Central Office shall release the necessary program adjustments in the payroll system to implement the salary increase starting September 2024 payroll preparation. Regional Offices, Schools Division Offices, and Implementing Units using different payroll software are advised to update their systems accordingly.

Furthermore, the Regional Offices are hereby instructed to submit reports on the status of the preparation of NOSA and salary differentials, which shall be submitted to this Office through the official email at bhrod.pd@deped.gov.ph on or before **August 30, 2024**.

For your information and compliance.

BHROD-PD/ Biglang-awa



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Certificate No. P-IP-C-5
22 01 0005

Enclosure No. 1

Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE
City of Muntinlupa

Notice of Salary Adjustment

Date: August 27, 2024

Name : JUAN B. DELA CRUZ
Position : Administrative Assistant III
School : SDO MUNTINLUPA

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 January 1, 2024, under the new Salary Schedule; SG <u>9</u> , Step <u>1</u> | <u>₱ 22,219.00</u> |
| 2. Actual monthly basic salary as of December 31, 2023; SG <u>9</u> , Step <u>1</u> | <u>₱ 21,211.00</u> |
| 3. Monthly salary adjustment effective January 1, 2024 (1-2) | <u>₱ 1,008.00</u> |

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,

VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent

Position Title: Administrative Assistant III
Salary Grade: 9
Item No.: OSDC-DECSB-ADAS3-12345-2019
Employee Number: 1234567

Copy Furnished: GSIS

Enclosure No. 2

GSIS Form F Template

(This form has a maximum of 1000 BP numbers)

Issue No. 01, Rev No. 01 (August 22), FM-GSIS-OPS-UMR-07

*AGENCY NAME: DEPED MUNTINLUPA

*Agency BP Number: 1000007119

I confirm my understanding of the Privacy Policy of the GSIS pursuant to the requirements of Republic Act (R.A.) No. 10173, otherwise known as the Data Privacy Act, and consent to the manner of collection, use, access, disclosure and processing of my personal and sensitive personal data by the GSIS (details of the GSIS Data Privacy Policy may be found at <https://www.asis.gov.ph/asis-privacy-statement/>).

FOR AGENCY REMITTANCE ADVICE

Notes:

- 1. Intended for Batch Salary Updating request
- 2. Fields marked with asterisk (*) are mandatory

FORM F, Batch Update Template for Employees with Salary Adjustment

| Member BP Number* | Last Name* | First Name* | Suffix* <small>(Please enter N/A if not applied)</small> | Middle Name* <small>(Please enter N/A if not applied)</small> | Date of Birth* <small>(mm/dd/yyyy)</small> | Basic Monthly Salary* | Effectivity Date FROM* <small>(mm/dd/yyyy)</small> | Position* | Status of Employment* | Remarks* |
|-------------------|------------|-------------|---|--|---|-----------------------|---|-----------|-----------------------|---|
| 2005123456 | DELA CRUZ | JUAN | JR. | BATUGAN | 09/17/1998 | 22,219.00 | 01/01/2024 | ADAS 3 | PERMANENT | Salary Tranche NBC-594 - SDO Muntinlupa |

For AGENCY NAME: DEPEO MUNTINLUPA
For Agency BP Number: 1000007119 (Eiem) /1000049399 - (JHS&SHS)
For Dates and BP numbers only, please use apostrophe (') before the numbers.
For Position, number of character is limited up to 10 digits only.
For Remarks, please make sure to include your school name.
Please Save your File as "(School Name)+Form F" e.g. AES Form F