

Republic of the Philippines

Department of Education

REGION IV-A CALABARZON CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

30 JAN 2020

DIVISION MEMORANDUM No. _033_ s. 2020

SUBMISSION OF NOTICE OF SALARY ADJUSTMENT (NOSA)

To: Heads, Public Elementary and Secondary Schools Heads, Unit/Section All Others Concerned

- 1. In consonance to DBM Circular No. 579 dated January 24, 2020 entitled "Implementation of the First Tranche of the Modified Salary Schedule for Civilian Personnel in the National Government Pursuant to Republic Act (RA) No. 11466", all school heads are requested to prepare and submit the duly endorsed/signed Notice of Salary Adjustment (NOSA) and transmittal in alphabetical order of position title.
- 2. Deadline of submission is on February 18, 2020 at the Records Office.
- 3. Kindly submit the report in **two (2) copies** using the attached template (A4, Times New Roman).
- 5. Immediate dissemination of this memorandum is desired.

For:

ANIANO M. OGAYON, CESO V Schools Division Superintendent

By:

MAYLANÍ L. GALICIA

OIC- Schools Division Superintendent

Reference:

DBM Circular No. 579 dated January 24, 2020









Plantilla of Personnel and Salary Adjustment National Budget Circular No. 579 dated January 24, 2020

Department/Agency: NAME OF SCHOOL, DIVISION OF TAYABAS CITY

Item no./ Unique Item no. FYPersonal Services Itemization and/or Plantilla of Personnel	Position Title	Salary Grade	Salary Step	Actual Monthly Basic Salary As of Dec. 31, 2019	Effective	Monthly Salary Adjustment Effective Jan. 1, 2020	Name of Incumbent	Date of Birth	Tax Identificatio n Number	Date of Original Appointment	Date of Last Promotion	Status of Appoint ment
						(6)-(5)						
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]	[11]	[12]	[13]
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Prepared: Certified Correct: Approved:

NAME OF SCHOOL HEAD
Position Title/Designation

CONRADO C. GABARDAAdministrative Officer V

ANIANO M. OGAYON, CESO V Schools Division Superintendent



Republic of the Philippines

Department of Education

REGION IV-A CALABARZON CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

NOTICE OF SALARY ADJUSTMENT

			Date: _	January 27, 2020
LAST Position	NAME, FIRST NAME, MI.			
-	of School	announced that		
1101110		CONTRACTOR		
SIR/M	ADAM:			
	Pursuant to National Budg	et Circular No. 579 dated January 2	24, 2020, implement	ing Republic Act No. 11466
dated	I January 8, 2020, your salary is	hereby adjusted effective January 1	, 2020 as follows:	
1	Adjusted monthly basic sa	alary effective January 1, 2020 unde	er the	
	new Salary Schedule; SC	Step	Php	
2	Actual monthly basic sala	y as of		
	December 31, 2019; SG	Step		
3	Monthly salary adjustmen	t effective January 1, 2020 (1-2)	Php	0
	It is understood that this	salary adjustment is subject to revie	w and post-audit ar	nd to appropriate
re-ad	justment and refund if found not		w and poor dadit as	и ю ирргорпию
		V	ery truly yours,	
		Δ.8		ON CESO V
			NIANO M. OGAYO hools Division Supe	
Position	on Title:			
Salary	Grade:			
Item N	No./Unique Item No. FY	Personal Services It	emization	
and or Plantilla of Personnel:		OSEC-DECSB-		
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