



Republic of the Philippines  
**Department of Education**  
REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

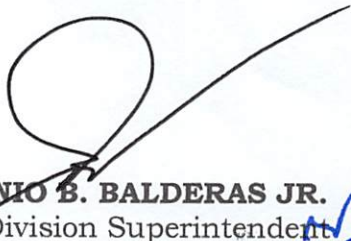
27 January 2026

DIVISION MEMORANDUM  
No. **057** s. 2026

**SUBMISSION OF NOTICE OF SALARY ADJUSTMENT (NOSA) 2026**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. In consonance to EO No. 64, s. 2024 which provides the updated Salary Schedule for Civilian Government Personnel to ensure an effective, competitive, and sustainable Compensation and Position Classification System (CPCS) in order to attract, retain, and motivate competent and dedicated civil servants, DBM Circular No. 601 dated January 22, 2026 titled, "Implementation of the Third Tranche of the Updated Salary Schedule for the Civilian Government Personnel Under Executive Order (EO) No. 64, s. 2024" was issued to provide the guidelines, rules, and regulations for the implementation of the third tranche of the updated Salary Schedule for Civilian Personnel under EO No. 64, s. 2024.
2. In line with this, Administrative Officers of schools shall prepare and submit the duly endorsed/signed Notice of Salary Adjustment (NOSA) and summary in alphabetical order. The report must include all personnel for the year 2025, provided they were still in service on December 31, 2025.
3. Kindly submit the report in **two (2) copies on or before February 27, 2026**, using the templates which can be found at this link: <https://tinyurl.com/NOSA2026REFERENCE> with **one (1) copy** of transmittal.
4. Attached are a sample of NOSA and the third tranche monthly salary schedule, denoted as Annex A and B, respectively.
5. Strict compliance of this Memorandum is desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl.: As stated

Reference: DBM Circular No. 601

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

**UPDATED SALARY SCHEDULE**

OSDS-Personnel Unit-submission of notice of salary adjustment (nosa) 2026  
PERLME69-002341/January 27, 2026



\*No need to change the header

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## Notice of Salary Adjustment

\*No need to change the date

Date: January 26, 2026

- |   |   |                    |
|---|---|--------------------|
| 1 | <u>Last Name, First Name MI.</u>          |                    |
| 2 | <u>Position title as of December 2025</u> | See reference file |
| 3 | <u>Name of School</u>                     |                    |

Sir/Madam:

Pursuant to National Budget Circular No. 601 dated January 22, 2026, implementing Executive Order No. 64 dated August 2, 2024, your salary is hereby adjusted effective January 1, 2026, as follows:

- 1 Adjusted monthly basic salary effective January 1, 2026  
new Salary Schedule; SG \_\_\_\_\_, Step\_\_\_\_\_

SG as of Dec. 2025  
(See reference file)

Step as of Dec. 2025  
(See reference file)

Php \_\_\_\_\_

Salary based on **NEW  
SALARY SCHEDULE**

- 2 Actual monthly basic salary as of December 31, 2025;  
SG\_\_\_\_, Step\_\_\_\_\_

Same SG indicated  
in number 1

Same step indicated  
in number 1

Salary indicated in reference  
file (old salary schedule)

- 3 Monthly salary adjustment effective January 1, 2026 (1-2) Php \_\_\_\_\_

Difference (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,

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

**Countersign of  
AO & School Head  
beside SDS name**

Position Title: Same position indicated in box number 2

Salary Grade: Same SG indicated in number 1 & 2

Item No./Unique Item No. FY \_\_\_\_\_ Personal Services Itemization  
and or Plantilla of Personnel: \_\_\_\_\_

Year of plantilla item no.

Copy Furnished: GSIS

Plantilla item no. of the position

**ANNEX B**

**The Third Tranche Monthly Salary Schedule  
for the Civilian Personnel of the National Government  
Effective January 1, 2026  
(In Pesos)**

<b>Salary Grade</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
<b>1</b>	14,634	14,730	14,849	14,968	15,089	15,211	15,333	15,456
<b>2</b>	15,522	15,636	15,752	15,869	15,986	16,103	16,223	16,342
<b>3</b>	16,486	16,610	16,732	16,856	16,982	17,106	17,234	17,360
<b>4</b>	17,506	17,636	17,767	17,898	18,031	18,163	18,298	18,433
<b>5</b>	18,581	18,720	18,858	18,998	19,137	19,280	19,423	19,565
<b>6</b>	19,716	19,862	20,009	20,158	20,307	20,456	20,609	20,761
<b>7</b>	20,914	21,069	21,224	21,382	21,539	21,699	21,859	22,022
<b>8</b>	22,423	22,627	22,832	23,038	23,246	23,456	23,668	23,883
<b>9</b>	24,329	24,523	24,720	24,917	25,117	25,318	25,521	25,725
<b>10</b>	26,917	27,131	27,347	27,565	27,786	28,007	28,230	28,456
<b>11</b>	31,705	31,820	32,109	32,401	32,697	32,998	33,302	33,611
<b>12</b>	33,947	34,069	34,357	34,648	34,943	35,242	35,544	35,850
<b>13</b>	36,125	36,283	36,599	36,919	37,244	37,572	37,904	38,241
<b>14</b>	38,764	39,141	39,523	39,910	40,300	40,696	41,097	41,503
<b>15</b>	42,178	42,594	43,015	43,442	43,874	44,310	44,753	45,202
<b>16</b>	45,694	46,152	46,615	47,084	47,559	48,040	48,528	49,020
<b>17</b>	49,562	50,066	50,576	51,092	51,614	52,144	52,678	53,221
<b>18</b>	53,818	54,371	54,933	55,499	56,075	56,657	57,246	57,842
<b>19</b>	59,153	59,966	60,793	61,632	62,486	63,353	64,236	65,132
<b>20</b>	66,052	66,970	67,904	68,853	69,818	70,772	71,727	72,671
<b>21</b>	73,303	74,337	75,388	76,456	77,542	78,645	79,692	80,831
<b>22</b>	81,796	82,963	84,151	85,356	86,582	87,746	89,011	90,295
<b>23</b>	91,306	92,622	93,962	95,330	96,823	98,341	99,883	101,318
<b>24</b>	102,603	104,209	105,841	107,500	109,185	110,898	112,533	114,301
<b>25</b>	116,643	118,469	120,326	122,212	124,131	126,079	128,061	130,073
<b>26</b>	131,807	133,870	135,968	138,100	140,268	142,469	144,707	146,983
<b>27</b>	148,940	151,273	153,644	155,906	158,353	160,235	162,752	165,310
<b>28</b>	167,129	169,752	172,418	174,797	177,545	180,339	182,660	185,537
<b>29</b>	187,531	190,482	193,480	196,528	199,624	202,005	205,191	208,430
<b>30</b>	210,718	214,038	217,207	220,425	223,691	227,224	230,595	234,240
<b>31</b>	300,961	306,691	312,532	318,182	323,938	329,989	336,092	342,310
<b>32</b>	356,237	363,257	370,418	377,359	384,805	392,400	400,150	408,055
<b>33</b>	449,157	462,329						