



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

16 August 2024

DIVISION MEMORANDUM
No. 549 s. 2024

SUBMISSION OF NOTICE OF SALARY ADJUSTMENT (NOSA) 2024

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. 594 dated August 12, 2024, titled, "Implementation of the First Tranche of the Updated Salary Schedule for 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 first 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 separated personnel for the year 2024, provided they were still in service on December 31, 2023.
3. Kindly submit the report in **two (2) copies on or before September 5, 2024**, using the templates which can be found at this link: <https://tinyurl.com/NOSA2024reference>.
4. Attached are a sample of NOSA and the first 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. 594
To be indicated in the Perpetual Index
under the following subjects:

UPDATED SALARY SCHEDULE

OSDS Personnel Unit – submission of notice of salary adjustment (nosa) 2024
PER4KGO4-000715 /August 16, 2024

ANNEX A – SAMPLE OF NOSA

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

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Notice of Salary Adjustment

*No need to change the date

Date: August 15, 2024

1 Last Name, First Name MI.

2 Position title as of December 2023

See reference file

3 Name of School

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
new Salary Schedule; SG _____, Step _____

SG as of Dec. 2023
(See reference file)

Step as of Dec. 2023
(See reference file)

Php _____

Salary based on **NEW**
SALARY SCHEDULE

2 Actual monthly basic salary as of December 31, 2023;
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, 2024 (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

*No need to change the footer

**ANNEX B – First Tranche
Monthly Salary Schedule**

1st Tranche effective January 1, 2024								
Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	13,530	13,633	13,748	13,862	13,979	14,095	14,213	14,331
	162,360	163,596	164,976	166,344	167,748	169,140	170,556	171,972
2	14,372	14,482	14,593	14,706	14,818	14,931	15,047	15,161
	172,464	173,784	175,116	176,472	177,816	179,172	180,564	181,932
3	15,265	15,384	15,501	15,621	15,741	15,861	15,984	16,105
	183,180	184,608	186,012	187,452	188,892	190,332	191,808	193,260
4	16,209	16,334	16,460	16,586	16,714	16,841	16,971	17,101
	194,508	196,008	197,520	199,032	200,568	202,092	203,652	205,212
5	17,205	17,338	17,471	17,605	17,739	17,877	18,014	18,151
	206,460	208,056	209,652	211,260	212,868	214,524	216,168	217,812
6	18,255	18,396	18,537	18,680	18,824	18,968	19,114	19,261
	219,060	220,752	222,444	224,160	225,888	227,616	229,368	231,132
7	19,365	19,514	19,663	19,815	19,966	20,120	20,274	20,430
	232,380	234,168	235,956	237,780	239,592	241,440	243,288	245,160
8	20,534	20,720	20,908	21,096	21,287	21,479	21,674	21,870
	246,408	248,640	250,896	253,152	255,444	257,748	260,088	262,440
9	22,219	22,404	22,591	22,780	22,971	23,162	23,356	23,551
	266,628	268,848	271,092	273,360	275,652	277,944	280,272	282,612
10	24,381	24,585	24,790	24,998	25,207	25,417	25,630	25,844
	292,572	295,020	297,480	299,976	302,484	305,004	307,560	310,128
11	28,512	28,796	29,085	29,377	29,673	29,974	30,278	30,587
	342,144	345,552	349,020	352,524	356,076	359,688	363,336	367,044
12	30,705	30,989	31,277	31,568	31,863	32,162	32,464	32,770
	368,460	371,868	375,324	378,816	382,356	385,944	389,568	393,240
13	32,870	33,183	33,499	33,819	34,144	34,472	34,804	35,141
	394,440	398,196	401,988	405,828	409,728	413,664	417,648	421,692
14	35,434	35,794	36,158	36,528	36,900	37,278	37,662	38,049
	425,208	429,528	433,896	438,336	442,800	447,336	451,944	456,588
15	38,413	38,810	39,212	39,619	40,030	40,446	40,868	41,296
	460,956	465,720	470,544	475,428	480,360	485,352	490,416	495,552
16	41,616	42,052	42,494	42,941	43,394	43,852	44,317	44,786
	499,392	504,624	509,928	515,292	520,728	526,224	531,804	537,432
17	45,138	45,619	46,105	46,597	47,095	47,599	48,109	48,626
	541,656	547,428	553,260	559,164	565,140	571,188	577,308	583,512
18	49,015	49,542	50,077	50,617	51,166	51,721	52,282	52,851
	588,180	594,504	600,924	607,404	613,992	620,652	627,384	634,212
19	53,873	54,649	55,437	56,237	57,051	57,878	58,719	59,573
	646,476	655,788	665,244	674,844	684,612	694,536	704,628	714,876
20	60,157	61,032	61,922	62,827	63,747	64,669	65,599	66,532
	721,884	732,384	743,064	753,924	764,964	776,028	787,188	798,384
21	67,005	67,992	68,996	70,016	71,054	72,107	73,143	74,231
	804,060	815,904	827,952	840,192	852,648	865,284	877,716	890,772
22	74,836	75,952	77,086	78,238	79,409	80,562	81,771	82,999
	898,032	911,424	925,032	938,856	952,908	966,744	981,252	995,988

23	83,659	84,918	86,199	87,507	88,936	90,387	91,862	93,299
	1,003,908	1,019,016	1,034,388	1,050,084	1,067,232	1,084,644	1,102,344	1,119,588
24	94,132	95,668	97,230	98,817	100,430	102,069	103,685	105,378
	1,129,584	1,148,016	1,166,760	1,185,804	1,205,160	1,224,828	1,244,220	1,264,536
25	107,208	108,958	110,736	112,543	114,381	116,247	118,145	120,073
	1,286,496	1,307,496	1,328,832	1,350,516	1,372,572	1,394,964	1,417,740	1,440,876
26	121,146	123,122	125,132	127,174	129,250	131,359	133,503	135,682
	1,453,752	1,477,464	1,501,584	1,526,088	1,551,000	1,576,308	1,602,036	1,628,184
27	136,893	139,128	141,399	143,638	145,983	148,080	150,498	152,954
	1,642,716	1,669,536	1,696,788	1,723,656	1,751,796	1,776,960	1,805,976	1,835,448
28	154,320	156,838	159,398	161,845	164,485	167,171	169,654	172,423
	1,851,840	1,882,056	1,912,776	1,942,140	1,973,820	2,006,052	2,035,848	2,069,076
29	173,962	176,802	179,688	182,621	185,601	188,267	191,340	194,463
	2,087,544	2,121,624	2,156,256	2,191,452	2,227,212	2,259,204	2,296,080	2,333,556
30	196,199	199,401	202,558	205,765	209,022	212,434	215,796	219,319
	2,354,388	2,392,812	2,430,696	2,469,180	2,508,264	2,549,208	2,589,552	2,631,828
31	285,813	291,395	297,086	302,741	308,504	314,468	320,516	326,681
	3,429,756	3,496,740	3,565,032	3,632,892	3,702,048	3,773,616	3,846,192	3,920,172
32	339,921	346,777	353,769	360,727	368,002	375,424	382,996	390,719
	4,079,052	4,161,324	4,245,228	4,328,724	4,416,024	4,505,088	4,595,952	4,688,628
33	428,994	441,863						
	5,147,928	5,302,356	0	0	0	0	0	0