



Department of Education
Region X-Northern Mindanao



DIVISION OF ILIGAN CITY

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DIVISION MEMORANDUM

No. 40, s. 2016

To : Elementary District Personnel In-Charge
High School Personnel In-Charge

From : 
RANDOLPH B. TORTOLA, CESO VI
Schools Division Superintendent

RE : **NOSA and/or PAYROLL SUBMISSION**

Date : March 1, 2016

DBM National Budget Circular No. 562 prescribes the guidelines, rules, and regulations for the implementation of the first tranche Compensation Adjustment provided under Executive Order (EO) No. 201, s. 2016. The same Circular requires the preparation of Notices of Salary Adjustment (NOSAs) for incumbent personnel of every national government agency for approval by the Head of Agency.

In this regards, you are hereby enjoined to submit the required NOSAs (including Payroll insofar as the Elementary Level as well as Pugaan and Mainit NHS are concerned) to the Division Office for the approval of the Head of Agency on or before March 10, 2016, Thursday.

Attached is the template for the aforementioned NOSA.

For strict compliance.

For Plantilla Positions

Notice of Salary Adjustment

Date: _____

Pursuant to National Budget Circular No. ____ dated _____, implementing Executive Order No. 201, s. 2016, your salary is hereby adjusted effective January 1, 2016, as follows:

- 1. Adjusted monthly basic salary effective January 1, 2016, under the new Salary Schedule; SG ____, Step ____ P _____
- 2. Actual monthly basic salary as of December 31, 2015; SG ____, Step ____ _____
- 3. Monthly salary adjustment effective January 1, 2016 (1-2) P _____

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,

Head of Agency

Position Title: _____
Salary Grade: _____
Item No./Unique Item No., FY ____ Personal Services Itemization
and/or Plantilla of Personnel: _____

Copy Furnished: GSIS