



Republic of the Philippines
Department of Education
 REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

JANUARY 28, 2021




DIVISION MEMORANDUM
 NO. **028**, s. 2021

To: OIC, Assistant Schools Division Superintendents
 Chief, Curriculum Implementation Division
 Chief, School Governance and Operations Division
 All Education Program Supervisors
 All Public Schools District Supervisors
 All Elementary and Secondary School Heads
 All Concerned

**SUBMISSION OF NOTICE OF SALARY ADJUSTMENT IN COMPLIANCE TO THE
 IMPLEMENTATION OF NATIONAL BUDGET CIRCULAR (NBC) NO. 584
 DATED JANUARY 6, 2021**

1. In compliance to the implementation of the Second Tranche of Modified Salary Schedule for Civilian Personnel in the National Government Pursuant to Republic Act No. 11466 enclosed in the National Budget Circular (NBC) No. 584 dated January 6, 2021, please be advised that all Elementary Schools, Junior High Schools and Senior High Schools are required to comply and submit Notice of Salary Adjustment (NOSA) and Updated Service Record for all respective teachers and employees to facilitate the adjustment of the second tranche of modified salary schedule.
2. To ensure the smooth flow of processing, checking and submission of Notice of Salary Adjustment (NOSA), please be reminded of the followings:
 - a. The salaries of incumbent civilian personnel shall be adjusted to the rates in the Salary Schedule in Annex "A" of NBC No. 584 corresponding to the **designated steps of the salary grade allocations** of their positions as of **December 31, 2020**.
 - b. All Junior High Schools who have Junior High School Administrative Officer IV/II (JHS AO IV or AO II) in their school are **not required** to submit Service Record.
 - c. The signatory in the Service Record of all employees in Elementary Schools, Senior High Schools and Junior High Schools who have no JHS AO IV or AO II is the **Division Administrative Officer V**.
 - d. Submission of NOSA shall be done by **district** for Elementary Schools and by **school** for Junior High Schools and Senior High Schools.
 - e. **For Elementary Schools and Senior High Schools**, arrangement of folders shall be as follows:
 - i. Folder I: **All employees including School Heads under by RPSU** based on December 2020 Form 7 of the school/district and Form 7 of Elementary School Heads in Insular Personnel (*should be alphabetically arranged*). **For SHS**: Folder of



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph

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teaching and non-teaching personnel shall be consolidated into one folder.

Two Sets of Folder:

Folder I – Set 1: School File - One (1) copy of NOSA, one (1) copy of summary list of NOSA, two (2) copies of service record and soft copy of all service records saved in CD or flash drive

Folder I – Set 2: Division Office File - One (1) copy of NOSA and one (1) copy of summary list of NOSA

- ii. Folder II: **All employees including School Heads not under by RPSU** based on December 2020 Supplemental Payroll of the school/district (*should be alphabetically arranged*). **For SHS:** Folder of teaching and non-teaching personnel shall be consolidated into one folder.

Two Sets of Folder:

Folder II – Set 1: School File - One (1) copy of NOSA, one (1) copy of summary list of NOSA, two (2) copies of service record and soft copy of all service records saved in CD or flash drive

Folder II – Set 2: Division Office File - One (1) copy of NOSA and one (1) copy of summary list of NOSA

- f. For Junior High Schools **who have no Administrative Officer IV/II**, arrangement of folders shall be as follows:

- i. Folder I: All employees including School Head based on December 2020 Form 7 /Regular Payroll of the school (*should be alphabetically arranged*).

Two Sets of Folder:

Folder I – Set 1: School File - One (1) copy of NOSA, one (1) copy of summary list of NOSA, two (2) copies of service record and soft copy of all service records saved in CD or flash drive





Folder I – Set 2: Division Office File - One (1) copy of NOSA and one (1) copy of summary list of NOSA

- ii. Folder II: All employees including School Head based on December 2020 Supplemental Payroll of the school (**if any**) (*should be alphabetically arranged*).

Two Sets of Folder:

Folder II – Set 1: School File - One (1) copy of NOSA, one (1) copy of summary list of NOSA, two (2) copies of service record and soft copy of all service records saved in CD or flash drive



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Folder II – Set 2: Division Office File - One (1) copy of NOSA and one (1) copy of summary list of NOSA

g. For Junior High Schools **who have Administrative Officer IV/II**, arrangement of folders shall be as follows:

i. Folder I: All employees including School Head based on December 2020 Payroll of the school (*should be alphabetically arranged*).

Two Sets of Folder:

Folder I – Set 1: School File - One (1) copy of NOSA and one (1) copy of summary list of NOSA

Folder I – Set 2: Division Office File - One (1) copy of NOSA and one (1) copy of summary list of NOSA

3. Schedule of checking and submission of NOSA are as follows:

Date of Assignment	Municipalities
February 22, 2021	Kawit, Naic, Rosario, Carmona
February 23, 2021	GMA, Maragondon, Alfonso, Ternate
February 24, 2021	Silang, Amadeo, Magallanes, Tagaytay
February 26, 2021	GEA-Bailen, Indang, Trece Martires City
March 1, 2021	Tanza, Mendez, Noveleta

3. One (1) signed copy of NOSA and two (2) copies of service record shall be released to respective schools/district offices for sorting and filing. Public Schools District Supervisors and School Heads shall ensure that one (1) copy of signed service record shall be released to all employees in the school/district.





4. The sample format of Notice of Salary Adjustment (NOSA) for Regular positions and for Contractual/Casual Personnel, copy of Second Tranche Monthly Salary Schedule for Civilian Personnel of the National Government and sample format of summary list of NOSA are in the attached enclosures.

5. Immediate dissemination of this Memorandum is highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

RCD/DMno.025. s/2021
012921-055 02/01/2021



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