



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



**Office of the Schools Division Superintendent**

Division Memorandum


No. 18, s.2021

TO: **All Public Elementary and Secondary School Heads  
AO II (Elementary) and all Administrative Assistant II & III (Field)  
Division Personnel-in-charge  
All others concerned**

DATE: **January 22, 2021**

**Implementation of the Second Tranche of the Modified Salary Schedule  
for DepEd Teaching and Non-Teaching Personnel**

1. Relative to DBM Budget Circular no. 584, s. 2021 on the implementation of the Second Tranche of the Modified Salary Schedule of all National Government Pursuant to Republic Act (RA) no. 11466 on the grant of additional benefits, all implementing units and Administrative Assistant's (ADAS) assigned in the Schools are requested to prepare the Notice of Salary Adjustment (NOSA) and the Agency Remittance Advice (Form C).
2. To the person in charge of Form C in the field, please submit per district in 1 flash drive (USB) to Ms. Divine Maggay. File name: name\_district(name:person-in-charge).
3. Deadline for submission of Notice of Salary Adjustment (NOSA) and Agency Remittance Advice (Form C) is on or before **February 11, 2021**.
4. Attached is the new Salary Schedule effective January 1, 2021 and Sample form of the Notice of Salary Adjustment (NOSA). All NOSA shall be signed by the Schools Division Superintendent.
5. For information, guidance and strict compliance of all concerned.

  
**IRENE S. ANGWAY PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge, Office of the Schools Division Superintendent

