



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

January 22, 2025



DIVISION MEMORANDUM

NO. 41, s.2025

TO : **All Administrative Officer II**
School Heads (Implementation Units)
All Other Concerned

SUBJECT: **Preparation and Submission of Notice of Salary Adjustment (NOSA) and GSIS ARA Form for the Implementation of the Second Tranche and the updated Salary Schedule for Civilian Government Personnel under Executive ORDER (EO) No. 64, s. 2024**

1. Pursuant to DBM National BUDGET Circular No. 597 dated January 20, 2025, prescribing the guidelines, rules and regulations for the implementation of the Second Tranche of the updated Salary Schedule for Civilian Government Personnel under Executive Order (EO) No. 64 s. 2024.
2. To facilitate and fast track the preparation of the Notice of Salary Adjustment Form (NOSA), all Administrative Officer II or ADAS (Schools without AOs) in the field are hereby directed to prepare four (4) copies of NOSA, and the deadline for submission will be on or before **January 31, 2025**.
3. In preparation of the NOSA, you are advised to refer to the latest Salary Grade/ Position and Step Increment indicated in the Masterfile attached. In-charged of the preparation are instructed to make sure that the actual entitlement (position and step) of the personnel shall reflect in the NOSA.
4. Attached are the template of the NOSA and salary schedule for your guidance and reference.
5. For widest dissemination and immediate compliance of this memorandum is enjoined.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent 



ANNEX A

**Second Tranche Monthly Salary Schedule
for Civilian Personnel of the National Government
Effective January 1, 2025
(In Pesos)**

NPC No. 597 Series 2025

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	14,061	14,164	14,278	14,393	14,509	14,626	14,743	14,862
2	14,925	15,035	15,146	15,258	15,371	15,484	15,599	15,714
3	15,852	15,971	16,088	16,208	16,329	16,448	16,571	16,693
4	16,833	16,958	17,084	17,209	17,337	17,464	17,594	17,724
5	17,866	18,000	18,133	18,267	18,401	18,538	18,676	18,813
6	18,957	19,098	19,239	19,383	19,526	19,670	19,816	19,963
7	20,110	20,258	20,408	20,560	20,711	20,865	21,019	21,175
8	21,448	21,642	21,839	22,035	22,234	22,435	22,638	22,843
9	23,226	23,411	23,599	23,788	23,978	24,170	24,364	24,558
10	25,586	25,790	25,996	26,203	26,412	26,623	26,835	27,050
11	30,024	30,308	30,597	30,889	31,185	31,486	31,790	32,099
12	32,245	32,529	32,817	33,108	33,403	33,702	34,004	34,310
13	34,421	34,733	35,049	35,369	35,694	36,022	36,354	36,691
14	37,024	37,384	37,749	38,118	38,491	38,869	39,252	39,640
15	40,208	40,604	41,006	41,413	41,824	42,241	42,662	43,090
16	43,560	43,996	44,438	44,885	45,338	45,796	46,261	46,730
17	47,247	47,727	48,213	48,705	49,203	49,708	50,218	50,735
18	51,304	51,832	52,367	52,907	53,456	54,010	54,572	55,140
19	56,390	57,165	57,953	58,753	59,567	60,394	61,235	62,089
20	62,967	63,842	64,732	65,637	66,557	67,479	68,409	69,342
21	70,013	71,000	72,004	73,024	74,061	75,115	76,151	77,239
22	78,162	79,277	80,411	81,564	82,735	83,887	85,096	86,324
23	87,315	88,574	89,855	91,163	92,592	94,043	95,518	96,955
24	98,185	99,721	101,283	102,871	104,483	106,123	107,739	109,431
25	111,727	113,476	115,254	117,062	118,899	120,766	122,664	124,591
26	126,252	128,228	130,238	132,280	134,356	136,465	138,608	140,788
27	142,663	144,897	147,169	149,407	151,752	153,850	156,267	158,723
28	160,469	162,988	165,548	167,994	170,634	173,320	175,803	178,572
29	180,492	183,332	186,218	189,151	192,131	194,797	197,870	200,993
30	203,200	206,401	209,558	212,766	216,022	219,434	222,797	226,319
31	293,191	298,773	304,464	310,119	315,883	321,846	327,895	334,059
32	347,888	354,743	361,736	368,694	375,969	383,391	390,963	398,686
33	438,844	451,713						

For Regular Positions

Notice of Salary Adjustment

Date: _____

_____:

Pursuant to National Budget Circular No. 597 dated January 20, 2025, implementing Executive Order No. 64 dated August 2, 2024, your salary is hereby adjusted effective January 1, 2025, as follows:

- 1. Adjusted monthly basic salary effective January 1, 2025, under the new Salary Schedule; SG _____, Step _____ P _____
- 2. Actual monthly basic salary as of December 31, 2024; SG _____, Step _____ _____
- 3. Monthly salary adjustment effective January 1, 2025 (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,

S D S
Head of Agency

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

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