



Department of Education
Region III
DIVISION OF PAMPANGA
City of San Fernando (P)



MEMORANDUM NO. 6, s.2018

TO: ASDSs/Division Chiefs/Education Program Supervisors/District Supervisors/Unit Heads/School Heads of Elementary and Secondary Schools/OICs / Non-Teaching Personnel /Others Concerned

FROM: **THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

SUBJECT: **ISSUANCE OF NOTICE OF SALARY ADJUSTMENT (NOSA) TO TEACHING AND NON-TEACHING PERSONNEL ENTITLED TO SALARY ADJUSTMENT (THIRD TRANCHE) UNDER NBC NO. 572**

DATE: January 15, 2018

1. For the information and guidance of all concerned, enclosed is a copy of Department of Budget and Management (DBM) National Budget Circular No.572 dated January 3, 2018 including its annexes prescribing the rules and regulations on the grant of compensation adjustments to national government personnel effective January 1, 2018 as mandated under Section 3 of Executive Order (EO) No. 201, dated February 19, 2016.
2. In order to facilitate payment of salary differentials of all the personnel and updating of plantilla, you are hereby directed to prepare the Notices of Salary Adjustment (NOSA) in a prescribed form, (Annex "B-1") and ARA Form C, Annex "A-1") based from Annex "A".
3. The NOSAs in three (3) copies will be submitted to the Office of the HRMO for validation **not later than January 18, 2018**, duly stamped "received" by the Records Section and fastened at the left side of a plain white folder and arranged as listed in the transmittal per district for elementary, per school for secondary. **School Heads shall affix their initials on the lower right of the name of the Schools Division Superintendent.**
4. NOSAs signed by the Schools Division Superintendent will be returned to the Schools for distribution to concerned employees and filing.
5. All Schools Heads/OICs are likewise advised to submit a soft copy of ARA FORM C (burned on CD) for the updating of GSIS Membership Service Profile (MSP) relative to the grant of salary adjustment (third tranche) under NBC No. 572, same deadline of submission as above.

6. Further, all secondary schools and elementary districts without an agency business partner yet are also requested to submit the accomplished CICR Form in soft and hard copy, ARA Forms A (for those employees without BP Number yet) and B for the master list of teaching and non-teaching employees, that school/district.
7. The template of NOSA, Annexes, ARA Forms A and B, CICR, Master List of Teaching and Non-Teaching Employees, List of Schools and Districts with Agency BP Number and employee BP Number, can be accessed through this link: <https://tinyurl.com/2018NOSA-GSIS>.

CICR AGENCY – FOR NEW DISTRICT WITHOUT AGENCY BP NO.

Sheet 1: CICR AGENCY
Sheet 2: FORM A (NEW MEMBER)
Sheet 3: FORM B (MASTERLIST)
Sheet 4: GUIDELINE

NOTICE OF SALARY ADJUSTMENT

File 1: ARA FORM C_SCHOOL NAME_DISTRICT
File 2: MEMO NOSA FOR SSL 2018
File 3: NBC-No. 572
File 4: NOSA SSL 2018 ANNEX A
File 5: NOSA-2018 TEMPLATE

8. For information, wide dissemination and compliance of all concerned.

LEONARDO D. ZAPANTA, Ed.D., CESO VI
Officer-in-charge
Office of the Schools Division Superintendent

