



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

January 22, 2025

DIVISION MEMORANDUM
NO. 059, s. 2025

**ISSUANCE OF NOTICE OF SALARY ADJUSTMENT (NOSA) TO TEACHING AND
NON-TEACHING PERSONNEL ENTITLED TO SALARY ADJUSTMENT (SECOND
TRANCHE) UNDER NBC NO. 597 DATED JANUARY 20, 2025**

TO: SGOD and CID Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. For the preparation and guidance of all concerned, enclosed is the copy of Department of Budget and Management (DBM) National Budget Circular No. 597 dated January 20, 2025, including its annexes prescribing the rules and regulations on the grant of compensation adjustments to national government personnel effective January 01, 2025 under Executive Order (EO) No. 64, s. 2024 dated August 02, 2024.
2. In order to facilitate payment of salary differentials of personnel, updating of plantilla, processing of requests for reclassification and ERF and other personnel actions, Administrative Officers/School Heads shall prepare the Notices of Salary Adjustment (NOSA) for elementary schools warmbodies, junior high school plantilla based and senior high school warmbodies in a prescribed form, Annex "B-1" based from Annex "A" and Administrative Officers/School Heads (Elementary) and School Heads (Secondary) shall affix their initials on the lower right of the name of the Schools Division Superintendent.
3. The NOSAs in two (2) copies will be submitted to the Personnel Section for validation not later than February 12, 2025, duly stamped and "received" by the Records Section and fastened at the left side of a plain white folder and alphabetically arranged as listed in the transmittal per district for elementary and per school for secondary.
4. All School Heads are likewise advised to submit a scanned copy of the signed NOSAs through email at ***hr.pampanga@deped.gov.ph*** not later than February 28, 2025.
5. The template of NOSA (Annex "B-1") and copy of NBC No. 597 can be accessed through this link using deped email: <https://bit.ly/3WR7XLp>



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph

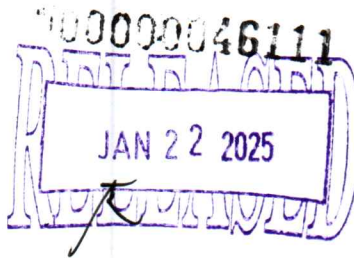


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6. For information, wide dissemination and 100% compliance of all concerned.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

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ANNEX A

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

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						



Republic of the Philippines
Department of Education
 REGION III
SCHOOLS DIVISION OF PAMPANGA

For Regular Positions

NOTICE OF SALARY ADJUSTMENT

Date:

JUAN B. DELA CRUZ
Administrative Officer V
Division of Pampanga
Employee No.: 4263806
Station Code: 095

BASIS WILL BE THE
 PAYSLIP
 (delete before printing)

Sir/Madam:

Pursuant to National Budget Circular No. 597 dated January 20, 2025, implementing Executive Order No. 64, dated August 02, 2024, your salary is hereby adjusted effective January 01, 2025, as follows:

- | | |
|---|--------------------|
| 1. Adjusted monthly basic salary effective January 01, 2025, under the new Salary Schedule: SG <u>18</u> , Step 1 | P <u>51,304.00</u> |
| 2. Actual monthly basic salary as of December 31, 2024; SG <u>18</u> , Step <u>1</u> | <u>49,015.00</u> |
| 3. Monthly salary adjustment effective January 01, 2025 (1-2) | P <u>2,289.00</u> |

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,

ROMEO M. ALIP, PhD, CESO V
 Schools Division Superintendent

Position Title: **Administrative Officer V**
 Salary Grade: **18-1**
 Item No./Unique Item No. FY 2025 Personnel Services Itemization and/or Plantilla of Personnel: **OSEC-DECSB-ADOF5-150001-2019**

BASIS WILL
 BE THE
 PSIPOPOP

Copy furnished: GSIS



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