



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

24 Jan 2025

DIVISION MEMORANDUM

No. **015** , s. 2025

SUBMISSION OF 2025 NOTICE OF SALARY ADJUSTMENTS AND UPDATED
SERVICE RECORDS OF SCHOOL PERSONNEL

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Public Elementary and Secondary School Heads

1. Pursuant to the National Budget Circular No. 597 dated January 20, 2025, titled **Implementation of the Second Tranche of the Updated Salary Schedule for Civilian Government Personnel Under Executive Order (EO) No. 64, s. 2024**, the Payroll Services Unit requests all schools to submit the 2025 Notice of Salary Adjustments (NOSA) and updated Service Records of school personnel on or before February 3, 2025.
2. The said documents must be prepared in one (1) copy only to be submitted in 1 folder per school (for 201 File) to the Payroll Services Unit. All NOSAs should be placed at the right portion of the folder and the service records on the left portion. Kindly label the folder with the name of the school.
3. For inquiries, contact Mr. Glen J. Gula at glen.gula@deped.gov.ph.
4. Widest dissemination of this Memorandum is desired.


RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

FORMS
REPORTS
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