



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

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27 Jan 2026

**DIVISION MEMORANDUM**

No. **009** , s. 2026

**SUBMISSION OF 2026 NOTICE OF SALARY ADJUSTMENTS (NOSA) AND  
UPDATED SERVICE RECORDS OF SCHOOL PERSONNEL**

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors  
Field-based Administrative Officers & Assistants  
This Division

1. Pursuant to National Budget Circular No. 601, dated January 22, 2026, titled "Implementation of the Third Tranche of the Updated Salary Schedule for Civilian Government Personnel Under Executive Order (EO) No. 64, s. 2024", the Payroll Services Unit request all schools to submit the 2026 Notice of Salary Adjustments (NOSA) and Updated Service Records of school personnel on or before February 9, 2026.
2. The said documents must be prepared in three (3) copies, to be submitted in one folder per school 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. Please secure a copy of the approved NOSA per school prior to submission to the Payroll Office. No retrieval of copies shall be allowed once submitted.
4. For inquiries, contact Mr. Glen J. Gula at [glen.gula@deped.gov.ph](mailto:glen.gula@deped.gov.ph).
5. 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:

**REPORTS**

Irma May G. Dinasas/OSDS/DM – submission of 2026 notice of salary adjustments (nosa)  
and updated service records of school personnel

0081/January 27, 2026