



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

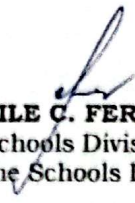
February 4, 2025

DIVISION MEMORANDUM
No. 096 s., 2025

WORKSHOP ON THE REVIEW AND FINALIZATION OF THE FY 2025 NOTICE OF SALARY ADJUSTMENT (NOSA)

TO : Asst. Schools Division Superintendent
Public Schools District Supervisors
Secondary School Head of Implementing Units
San Jose National High School
Elementary School Heads
Administrative Officer of Implementing Units
Administrative Officers (Elementary)
All Others Concerned

1. Relative to the Implementation of the Second Tranche of the Updated Salary Schedule for Civilian Government Personnel under Executive Order (EO) No. 64, 2. 2024, this Office will be holding a one-day workshop on the finalization and submission of Notice of Salary Adjustment (NOSA) for FY 2025 on **February 13, 2025 (Thursday), 8:00 AM to 5:00 PM** at SDO-Terrace.
2. The said workshop aims to:
 - a. review and finalize the NOSA and Service Record
 - b. submit the hard copy of NOSA and Service Record at the end of activity
3. The target participants for this workshop are the fifty-two (52) Administrative Officers of Elementary, thirteen (13) Administrative Officers of Implementing Secondary Schools and one (1) Administrative Officer of San Jose National High School.
4. The participants are expected to bring the following:
 - a. Hard copy of NOSA
 - b. Hard copy of the Updated Service Record
 - c. Updated soft copy of Plantilla as of December 31, 2024
 - d. Laptops and Extension Cords
5. Travel and other incidental expenses will be charged against local funds/school MOOE subject to the usual accounting and auditing rules and regulations.
6. For information, guidance and compliance.


CECILE C. FERRO CESO VI,
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent



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