



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



January 12, 2023

DIVISION MEMORANDUM

No. 18 s. 2023

TO : **ALL ADMINISTRATIVE OFFICER II**
ALL OTHER CONCERNED

SUBJECT : **PREPARATION AND SUBMISSION OF NOTICE OF SALARY**
ADJUSTMENT(NOSA) AND GSIS ARA FORM F FOR THE
IMPLEMENTATION OF THE FOURTH TRANCHE OF THE MODIFIED
SALARY SCHEDULE FOR CIVILIAN PERSONNEL IN THE NATIONAL
GOVERNMENT PURSUANT TO REPUBLIC ACT(RA)NO. 11466

1. Pursuant to DBM National Budget Circular No. 591 dated January 10, 2023 prescribing the guidelines, rules and regulations for the implementation of the Fourth Tranche of the Modified Salary Schedule for Civilian Personnel in the National Government Pursuant to Republic Act(RA) No. 11466, the division is directed to prepare the personnel's Notice of Salary Adjustments(NOSA) and GSIS ARA Form F.
2. To facilitate and fast track the preparation of the NOSAs and Form F, All Administrative Officer II in the field are hereby directed to prepare four(4) copies of NOSA. And all necessary information needed in the GSIS ARA Form F will be entered in the link bellow:

https://docs.google.com/spreadsheets/d/1kjFKr_y1_Sor3-um01ewO5_MLDhLFou/edit?usp=share_link&oid=113766768488623359101&rtpof=true&sd=true
3. Submission of NOSA and Form F will be on or before **January 20, 2023**.
4. In preparation of NOSA, you are advised to refer to the latest Salary Grade/Position and Step Increment indicated in the Masterfile attached in the link above. In-charged of the preparation are instructed to make sure that the actual entitlement(position and step) of the personnel shall reflect in the NOSA and Form F.
5. Attached are the template of the NOSA and salary schedule for your guidance and reference.



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Website: <https://www.depedtabukcity.com>



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6. For widest dissemination and immediate compliance of this memorandum is enjoined.


IRENE S. ANGWAY PhD, CESO VI
Schools Division Superintendent



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