

**MEMORANDUM**

TO : Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

FROM :   
**DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

SUBJECT : **SUBMISSION OF NOTICE OF SALARY ADJUSTMENT**

DATE : March 10, 2016

Please be advised that as per Regional Memorandum No. 54, s. 2016, the Salary Standardization Law is now ready for implementation.

Schools are now requested to prepare the Notice of Salary Adjustment of their teaching and non-teaching personnel under the Regional Payroll System and submit to this Office in **four (4) copies** not later than **March 28, 2016, Attention: Frederick B. Vallinas, Administrative Officer V, Administrative Services.**

Attached is the summarized and individual form for your reference.

Summarized NOSA shall be submitted in both hard and digital copy using excel format.

For your strict compliance.

UM - 141 s. 2016  
@fbv.2016



### Notice of Salary Adjustment

Date: January 1, 2016

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_:

Pursuant to National Budget Circular No. 562 dated February 24, 2016, implementing Executive Order No. 201, s. 2016, your salary is hereby adjusted effective January 1, 2016, as follows:

1. Adjusted monthly basic salary effective January 1, 2016, under the new Salary Schedule; SG \_\_\_\_, Step \_\_\_\_ P \_\_\_\_\_
2. Actual monthly basic salary as of December 31, 2015; SG \_\_\_\_, Step \_\_\_\_ P \_\_\_\_\_
3. Monthly salary adjustment effective January 1, 2016 (1-2) P \_\_\_\_\_

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,

**DR. ROMMEL C. BAUTISTA, CESO VI**  
Head of Agency

Position Title: \_\_\_\_\_

Salary Grade: \_\_\_\_\_

Item No./Unique Item No. FY 2016 Personal Services Itemization  
and/or Plantilla of Personnel: \_\_\_\_\_

Copy Furnished: GSIS



**Plantilla of Personnel and Salary Adjustment  
As per National Budget Circular No. 562 dated February 24, 2016**

School: \_\_\_\_\_

Item No./ Unique Item no. FY 2016 Personal Services Itemization and / or Plantilla of Personnel  (1)	Position Title  (2)	Salary Grade  (3)	Salary Step  (4)	Actual Monthly Basic Salary as of December 31, 2015  (5)	Adjusted Monthly Basic Salary Effective January 1, 2016  (6)	Monthly Salary Adjustment Effective January 1, 2016; (6) - (5)  (7)	NAME OF INCUMBENT (Last Name, First Name Middle Name)  (8)	Date of Birth  (9)	Tax Identification Number  (10)	Date of Original Appointment  (11)	Date of Last Promotion  (12)
<b>Total Per Office</b>											

Prepared by:

\_\_\_\_\_  
Liaison Officer

Certified Correct by:

\_\_\_\_\_  
Principal/School Head