

RELEASED

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Republika ng Pilipinas
Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

January 24, 2025

DIVISION MEMORANDUM

No. 070 s., 2025

**TRAINING-WORKSHOP ON THE PREPARATION OF NOTICE OF SALARY
ADJUSTMENT (NOSA) FOR FY 2025 OF IMPLEMENTING SECONDARY SCHOOLS**

TO : Asst. Schools Division Superintendent
Secondary School Head of Implementing Units
Administrative Officer of Implementing Units
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 training workshop on the preparation of Notice of Salary Adjustment (NOSA) for FY 2025 on **January 30, 2025 (Thursday), 8:00 AM to 5:00 PM** at SDO-Terrace.
2. The said training-workshop aims to:
 - a. discuss the guidelines for the implementation of the second tranche of the updated Salary Schedule for Civilian Personnel under EO No. 64, s. 2024
 - b. introduce and familiarize Administrative Officers with the use of the Mail Merge tool for the preparation of the NOSA
 - c. submit the NOSA and updated Service Record at the end of activity
3. The target participants for this training-workshop are the thirteen (13) Administrative Officers of Implementing Secondary Schools.
4. The participants are expected to bring the following:
 - a. Updated soft copy of Plantilla as of December 31, 2024
 - b. Updated soft copy of Service Record
 - c. Laptops and Extension Cords
 - d. Accomplished Pre-Work Template (can be downloaded thru this link: <https://tinyurl.com/2v7jyjri>)



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5. It is understood that the Pre-Work template was completed prior to the conduct of training-workshop.
6. Travel and other incidental expenses will be charge against local funds/school MOOE subject to the usual accounting and auditing rules and regulations.
7. For information, guidance and compliance.

By Authority of ASDS, OIC-Office of the Schools Division Superintendent:


DELFIN A. BONDAD
Public Schools District Supervisor
OIC, Office of the Assistant Schools Division Superintendent



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