

Republic of the Philippines  
**Department of Education**  
REGION V - BICOL

**SCHOOLS DIVISION OFFICE OF CATANDUANES**

August 16, 2024

**DIVISION MEMORANDUM**

No. 393 s. 2024

**SUBMISSION OF NOTICE OF SALARY ADJUSTMENT (NOSA) 2024 FOR THE IMPLEMENTATION OF THE FIRST TRANCHE OF THE UPDATED SALARY SCHEDULE FOR CIVILIAN GOVERNMENT PERSONNEL UNDER EXECUTIVE ORDER (EO) NO. 64 s. 2024 EFFECTIVE JANUARY 1, 2024**

To : Asst. Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors/In-Charge of Districts  
Elementary & Secondary School Heads/Officers-in-Charge  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. Pursuant to National Budget Circular No. 594, entitled "Implementation of the First Tranche of the Updated Salary Schedule for Civilian Government Personnel under Executive Order (EO) No. 64 s. 2024" dated August 12, 2024, this Office shall implement the new salary rate retroactively effective January 1, 2024.

2. Administrative Officers and/or Personnel-In-Charge are hereby directed to prepare the NOSA in the prescribed form and submit the following to the Personnel Section thru the Records Section not later than August 27, 2024:

- a. Summary List of Personnel per School arranged in alphabetical order following the template below:

(For Elementary)

Name (Last Name, First Name, M.I.)	Position Title	School	District

(For Secondary)

Name (Last Name, First Name, M.I.)	Position Title	School

- b. 4 original copies of NOSA  
c. 4 original copies of Updated Service Record (SR)



San Roque, Virac, Catanduanes

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3. The NOSA which will be signed by the Asst. Schools Division Superintendent, OIC-Office of the Schools Division Superintendent, and the Service Record will be returned for distribution as follows:
  - 1 copy of NOSA & SR – for the Employee
  - 1 copy of NOSA & SR – for the GSIS
  - 1 copy of NOSA & SR – for the 201 Files
  - 1 copy of NOSA & SR – for the AO/Personnel In-Charge
4. DBM-NBC No. 594, s. 2024 is attached to this memorandum.
5. Immediate dissemination and strict compliance with this memorandum are directed.

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

  
**NORLITO JR. P. AGUNDAY**  
Attorney III †  
Officer-In-Charge



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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT

**NATIONAL BUDGET CIRCULAR**

No. 594  
August 12, 2024

**TO :** Heads of Departments, Agencies, and Other Offices of the National Government, Including Commissions/Offices under the Constitutional Fiscal Autonomy Group (CFAG), State Universities and Colleges (SUCs), and Government-Owned or –Controlled Corporations (GOCCs); and All Others Concerned

**SUBJECT :** Implementation of the First Tranche of the Updated Salary Schedule for Civilian Government Personnel Under Executive Order (EO) No. 64, s. 2024

### 1.0 Background

EO No. 64, s. 2024<sup>1</sup> provides the updated Salary Schedule for Civilian Government Personnel to ensure an effective, competitive, and sustainable Compensation and Position Classification System (CPCS) in order to attract, retain, and motivate competent and dedicated civil servants.

The updated Salary Schedule for Civilian Personnel will be implemented in four (4) tranches, from Fiscal Year (FY) 2024 to FY 2027.

### 2.0 Purpose

This Circular is issued to provide the guidelines, rules, and regulations for the implementation of the first tranche of the updated Salary Schedule for Civilian Personnel under EO No. 64, s. 2024.

### 3.0 Coverage

This Circular applies to all civilian government personnel, now existing or hereafter created in the Executive, Legislative, and Judicial Branches, the Constitutional Commissions and other Constitutional Offices, SUCs, and GOCCs

<sup>1</sup> Updating the Salary Scheduled for Civilian Government Personnel and Authorizing the Grant of an Additional Allowance, and for Other Purposes

not covered by Republic Act (RA) No. 10149<sup>2</sup> and EO No. 150, s. 2021<sup>3</sup>, regardless of appointment status, whether regular, casual, or contractual; appointive or elective; and on full-time or part-time basis.

#### **4.0 Exclusions**

This Circular shall not apply to the following:

- 4.1 Military and uniformed personnel;
- 4.2 Government agencies that are exempt from RA No. 6758<sup>4</sup>, as amended, as expressly provided in their respective enabling law or charter, and are actually implementing their respective CPCS approved by the President of the Philippines;
- 4.3 GOCCs under RA No. 10149 and EO No. 150, which shall be covered by a CPCS established by the Governance Commission for GOCCs (GCG) and approved by the President of the Philippines; and
- 4.4 Individuals engaged without employer-employee relationship and funded from non-Personnel Services (PS) appropriations/budgets, as follows:
  - 4.4.1 Consultants and experts engaged for a limited period to perform specific activities or services with expected outputs;
  - 4.4.2 Laborers engaged through job contracts (*pakyaw*) and those paid on piecework basis;
  - 4.4.3 Student workers and apprentices; and
  - 4.4.4 Those whose services are engaged through job orders, contracts of service, or others similarly situated.

#### **5.0 First Tranche Implementation of the Updated Salary Schedule for Civilian Personnel Effective January 1, 2024**

The new salary rates that is effective on January 1, 2024 pursuant to EO No. 64, s. 2024 shall be in accordance with the First Tranche Monthly Salary Schedule for Civilian Personnel, which is attached as **Annex A** to this Circular.

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<sup>2</sup> An Act to Promote Financial Viability and Fiscal Discipline in Government-Owned or -Controlled Corporations and to Strengthen the Role of the State in its Governance and Management to Make Them More Responsive to the Needs of Public Interest and for Other Purposes

<sup>3</sup> Approving the Compensation and Position Classification System (CPCS) and Index of Occupational Services, Position Titles and Job Grades for GOCCs (IOS-G) Framework, Repealing Executive Order No. 203 (s. 2016), and For Other Purposes

<sup>4</sup> An Act Prescribing a Revised Compensation and Position Classification System in the Government and For Other Purposes

## 5.1 Rules for Adjusting Salaries

- 5.1.1 The salaries of incumbent civilian personnel shall be adjusted to the rates in the Salary Schedule in **Annex A** corresponding to the designated steps of the salary grade allocations of their positions as of December 31, 2023, provided, that their positions and salary grades are in accordance with the Index of Occupational Services, Occupational Groups, Classes, and Salary Grades issued under Budget Circular No. 2022-2<sup>5</sup>, and additions/modifications thereto.
- 5.1.2 If the actual monthly basic salary of an incumbent as of December 31, 2023 falls between steps of the salary grade allocation of the position due to the grant of service award or as a result of demotion or transfer due to the exigency of the service, the salary shall be adjusted to the rate for the higher step in the Salary Schedule in **Annex A**.
- 5.1.3 If the actual monthly basic salary of an incumbent as of December 31, 2023 exceeds that for Step 8 of the salary grade allocation of the position:
- 5.1.3.1 The salary shall be adjusted to the rate for Step 8 of the same salary grade in the Salary Schedule in **Annex A**.
- 5.1.3.2 The employee shall not be entitled to salary increase if the actual salary as of December 31, 2023 exceeds the rate for Step 8 of the same salary grade in the Salary Schedule in **Annex A**.
- 5.1.4 The salary of a new hire shall be the rate corresponding to Step 1 of the salary grade allocation of the position in the Salary Schedule in **Annex A**.
- 5.1.5 The salaries/wages of the contractual/casual personnel shall be adjusted to the rates corresponding to Step 1 of the salary grade allocations of their positions in the Salary Schedule in **Annex A**.
- The adjusted daily wage rates of casual personnel shall be computed by dividing the monthly rates by 22 workdays per month.
- 5.1.6 Compulsory retirees whose services have been extended beyond December 31, 2023 shall be entitled to salary increase based on Items 5.1.1 to 5.1.3 of this Circular, whichever is applicable.

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<sup>5</sup> Index of Occupational Services, Occupational Groups, Classes and Salary Grades, CY 2022 Edition

However, their retirement benefits, including Terminal Leave Benefits, shall be computed based on their monthly basic salaries as of the day prior to the effective date of their retirement, in accordance with existing laws, rules, and regulations.

**Annex C** contains illustrative examples of how to apply the above salary rules.

## **6.0 Implementation of the First Tranche Salary Schedule in GOCCs under the coverage of the Department of Budget and Management (DBM)**

- 6.1 The implementation of the First Tranche Monthly Salary Schedule in GOCCs covered by the DBM shall be determined by their respective governing boards, provided, it shall not be earlier than January 1, 2024.
- 6.2 GOCCs which do not have sufficient funds to fully implement the Salary Schedule in **Annex A** may adopt their own salary schedules at lower rates but at a uniform percentage of the salaries in **Annex A**.
- 6.3 When developing such salary schedules, GOCCs shall ensure that they can fund on a sustainable basis the salary adjustments, including the government counterparts to the Retirement and Life Insurance Premiums (RLIP), Pag-IBIG Contributions, PhilHealth Contributions, and the Employees Compensation Insurance Premiums.
- 6.4 The relevant rules in this Circular shall apply when adjusting the salaries of incumbent personnel, effective not earlier than January 1, 2024.

## **7.0 Procedural Guidelines**

- 7.1 The Human Resource Management Officer (HRMO)/Administrative Officer (AO) of a national government agency (NGA) or GOCC shall prepare Notices of Salary Adjustment (NOSAs) for the incumbent civilian personnel by following the format marked as **Annex B-1** or **Annex B-2**, whichever is applicable, for approval by the Head of Agency.

On the other hand, the HRMO/AO is no longer required to prepare NOSAs for personnel whose actual monthly salaries as of December 31, 2023 exceed the rates corresponding to Step 8 of the salary grade allocations of their positions in **Annex A**.

- 7.2 When using digital/electronic signatures for NOSAs, agencies must follow the guidelines for the purpose, as provided under DBM Circular Letter No. 2024-7<sup>6</sup>.

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<sup>6</sup> Guidelines on the Use of Digital and Electronic Signature for the Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA)

- 7.3 The NOSAs shall be issued to the personnel concerned, copy furnished the Government Service Insurance System (GSIS) if they are members thereof.
- 7.4 The salary adjustment under this Circular shall be subject to the usual accounting and auditing rules and regulations, and to appropriate re-adjustment if found not in order. The personnel concerned shall refund any overpayments received.

## **8.0 Fund Sources**

- 8.1 The amounts required for the salary adjustment of civilian government personnel in FY 2024 shall be charged against the Miscellaneous Personnel Benefits Fund (MPBF) and any available appropriations under RA No. 11975 or the FY 2024 General Appropriations Act (GAA), subject to budgeting, accounting, and auditing rules and regulations.
- 8.2 The amounts required to implement the salary adjustment and related fixed expenditures of casual and contractual personnel in NGAs whose salaries are drawn from the lumpsum appropriations for non-itemized positions shall be sourced from the agency's lumpsum appropriations included in its FY 2024 budget.
- 8.3 For covered GOCCs, the amounts shall be charged against their approved corporate operating budgets (COBs), provided that the national government shall not release funds for salary adjustment or any related expenditures; provided, further, that the GOCCs shall not resort to borrowings for the purpose; and provided, furthermore, that the performance targets in their DBM-approved COBs are met and their programs/projects for the year are not adversely affected.

## **9.0 Release of Funds**

- 9.1 The DBM shall release to the agencies concerned the Special Allotment Release Orders (SAROs) to implement the first tranche of the salary adjustment prescribed under EO No. 64, s. 2024, to wit:
  - 9.1.1 For the full year requirements of the salary adjustment, based on data from the Government Manpower Information System, chargeable against the MPBF and any available appropriations under the FY 2024 GAA; and
  - 9.1.2 For the related fixed expenditures of regular personnel, i.e., RLIP requirements, chargeable against automatic appropriations.
  - 9.1.3 The SARO shall be released directly to the operating units of the agencies concerned based on the number of filled positions as of December 31, 2023.

- 9.2 The DBM shall issue the corresponding Notices of Cash Allocation with monthly breakdown, to cover the total annual requirement, i.e., January 2024 to December 2024, for this salary adjustment and related fixed expenditures, consistent with applicable guidelines.
- 9.3 Any additional requirement for newly-filled positions after the December 31, 2023 cut-off date may be included in the agency's request for release of funds for PS deficiency, subject to the submission of the pertinent documents required for processing of PS deficiency, as well as the following information:
- 9.3.1 Item numbers, positions and salary grades, names of incumbents, salaries, and dates of assumption to duty; and
- 9.3.2 Latest Statement of Appropriations, Allotments, Obligations, Disbursements and Balances, highlighting the amount of allotments received and corresponding obligations and disbursements incurred for salary adjustments.

## **10.0 Exempt Entities**

Consistent with Section 8 of EO No. 64, exempt entities shall be governed by their respective CPCS which shall be made effective upon the recommendation of the DBM or the GCG, as the case may be, and approved by the President of the Philippines.

Exempt entities refer to: (a) government agencies that are not covered by the CPCS authorized under RA No. 6758, as amended; (b) GOCCs governed by the CPCS established by the GCG under RA No. 10149 and EO No. 150; and (c) those authorized by law and have actually implemented their own CPCS.

## **11.0 Applicability to Certain Officials**

Pursuant to Section 6 of Article VII and Section 10 of Article VI of the Constitution, the salaries authorized herein for the President of the Philippines, Vice-President of the Philippines, and Members of the Congress shall take effect only after the expiration of the respective terms of the present incumbents.

## **12.0 Responsibilities of Agencies**

Agencies shall be responsible for the proper implementation of the provisions of this Circular. The responsible officers shall be held liable for any payment not in accordance with the provisions hereof without prejudice to the refund by the employees concerned of any excess or unauthorized payments.



### **13.0 Resolution of Cases**

Cases not covered by the provisions of this Circular shall be referred to the DBM for resolution.

### **14.0 Effectivity**

The effectivity of the compensation adjustments authorized herein shall retroact on January 1, 2024.

This Circular shall take effect immediately.



**AMENAH F. PANGANDAMAN**  
Secretary



**First Tranche Monthly Salary Schedule  
for Civilian Personnel  
of the National Government  
Effective January 1, 2024  
(In Pesos)**

<b>Salary Grade</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
<b>1</b>	13,530	13,633	13,748	13,862	13,979	14,095	14,213	14,331
<b>2</b>	14,372	14,482	14,593	14,706	14,818	14,931	15,047	15,161
<b>3</b>	15,265	15,384	15,501	15,621	15,741	15,861	15,984	16,105
<b>4</b>	16,209	16,334	16,460	16,586	16,714	16,841	16,971	17,101
<b>5</b>	17,205	17,338	17,471	17,605	17,739	17,877	18,014	18,151
<b>6</b>	18,255	18,396	18,537	18,680	18,824	18,968	19,114	19,261
<b>7</b>	19,365	19,514	19,663	19,815	19,966	20,120	20,274	20,430
<b>8</b>	20,534	20,720	20,908	21,096	21,287	21,479	21,674	21,870
<b>9</b>	22,219	22,404	22,591	22,780	22,971	23,162	23,356	23,551
<b>10</b>	24,381	24,585	24,790	24,998	25,207	25,417	25,630	25,844
<b>11</b>	28,512	28,796	29,085	29,377	29,673	29,974	30,278	30,587
<b>12</b>	30,705	30,989	31,277	31,568	31,863	32,162	32,464	32,770
<b>13</b>	32,870	33,183	33,499	33,819	34,144	34,472	34,804	35,141
<b>14</b>	35,434	35,794	36,158	36,528	36,900	37,278	37,662	38,049
<b>15</b>	38,413	38,810	39,212	39,619	40,030	40,446	40,868	41,296
<b>16</b>	41,616	42,052	42,494	42,941	43,394	43,852	44,317	44,786
<b>17</b>	45,138	45,619	46,105	46,597	47,095	47,599	48,109	48,626
<b>18</b>	49,015	49,542	50,077	50,617	51,166	51,721	52,282	52,851
<b>19</b>	53,873	54,649	55,437	56,237	57,051	57,878	58,719	59,573
<b>20</b>	60,157	61,032	61,922	62,827	63,747	64,669	65,599	66,532
<b>21</b>	67,005	67,992	68,996	70,016	71,054	72,107	73,143	74,231
<b>22</b>	74,836	75,952	77,086	78,238	79,409	80,562	81,771	82,999
<b>23</b>	83,659	84,918	86,199	87,507	88,936	90,387	91,862	93,299
<b>24</b>	94,132	95,668	97,230	98,817	100,430	102,069	103,685	105,378
<b>25</b>	107,208	108,958	110,736	112,543	114,381	116,247	118,145	120,073
<b>26</b>	121,146	123,122	125,132	127,174	129,250	131,359	133,503	135,682
<b>27</b>	136,893	139,128	141,399	143,638	145,983	148,080	150,498	152,954
<b>28</b>	154,320	156,838	159,398	161,845	164,485	167,171	169,654	172,423
<b>29</b>	173,962	176,802	179,688	182,621	185,601	188,267	191,340	194,463
<b>30</b>	196,199	199,401	202,558	205,765	209,022	212,434	215,796	219,319
<b>31</b>	285,813	291,395	297,086	302,741	308,504	314,468	320,516	326,681
<b>32</b>	339,921	346,777	353,769	360,727	368,002	375,424	382,996	390,719
<b>33</b>	428,994	441,863						

For Regular Positions

**Notice of Salary Adjustment**

Date: \_\_\_\_\_

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

Pursuant to National Budget Circular No. \_\_\_\_ dated \_\_\_\_\_, implementing Executive Order No. 64 dated August 2, 2024, your salary is hereby adjusted effective January 1, 2024, as follows:

- 1. Adjusted monthly basic salary effective January 1, 2024, under the new Salary Schedule; SG \_\_\_\_, Step \_\_\_\_ ₱ \_\_\_\_\_
- 2. Actual monthly basic salary as of December 31, 2023; SG \_\_\_\_, Step \_\_\_\_ \_\_\_\_\_
- 3. Monthly salary adjustment effective January 1, 2024 (1-2) ₱ \_\_\_\_\_

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,

\_\_\_\_\_  
**Head of Agency**

Position Title: \_\_\_\_\_  
Salary Grade: \_\_\_\_\_  
Item No./Unique Item No., FY \_\_\_\_ Personnel Services Itemization  
and/or Plantilla of Personnel: \_\_\_\_\_

Copy Furnished: GSIS

For Contractual/Casual Personnel

**Notice of Salary/Wage Adjustment**

Date: \_\_\_\_\_

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

Pursuant to National Budget Circular No. \_\_\_\_ dated \_\_\_\_\_, implementing Executive Order No. 64 dated August 2, 2024, your salary/daily wage is hereby adjusted effective \_\_\_\_\_, as follows:

- 1. Monthly basic salary/daily wage rate under the new Salary Schedule; SG \_\_\_\_\_, P \_\_\_\_\_
- 2. Actual monthly basic salary/daily wage rate as of December 31, 2023; SG \_\_\_\_\_ \_\_\_\_\_
- 3. Monthly salary adjustment/Daily wage adjustment effective \_\_\_\_\_ (1-2) P \_\_\_\_\_

It is understood that this salary/wage adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

\_\_\_\_\_  
**Head of Agency**

Position Title: \_\_\_\_\_  
Salary Grade: \_\_\_\_\_

Copy Furnished: GSIS

### Illustrative Examples

#### ***Illustrative Example I***

Mr. Kyle Agoncillo was appointed to a Statistician I, Salary Grade (SG)-11 position on February 22, 2022. He was later promoted to a Statistician II, SG-15 item, effective April 1, 2024.

His salary shall be adjusted as follows

- From January 1, 2024 to March 31, 2024

Position Title/SG	Salary as of Dec. 31, 2023 (NBC No. 591)	Adjusted Salary effective Jan. 1, 2024 (EO No. 64, s. 2024)
Statistician I, SG-11	P 27,000 (SG-11, Step 1)	P28,512 (SG-11, Step 1)

- From April 1, 2024 onwards

Position Title/SG	Salary as of March 31, 2024 (EO No. 64, s. 2024)	Adjusted Salary effective April 1, 2024 (EO No. 64, s. 2024)
Statistician II, SG-15	P 28,512 (SG-11, Step 1)	P38,413 (SG-15, Step 1)

#### ***Illustrative Example II***

Mr. Dondee Aguilar was appointed as Economist II, SG-15 on June 1, 2021. He received a one (1) salary step increment for meritorious performance, effective February 1, 2024.

His salary shall be adjusted as follows:

- From January 1 to 31, 2024

Position Title/SG	Salary as of Dec. 31, 2023 (NBC No. 591)	Adjusted Salary effective Jan. 1, 2024 (EO No. 64, s. 2024)
Economist II, SG-15	P 36,619 (Step 1)	P 38,413 (Step 1)

- From February 1, 2024 onwards

Position Title/SG	Salary as of Jan. 31, 2024 (EO No. 64, s. 2024)	Adjusted Salary effective Feb. 1, 2024 (EO No. 64, s. 2024)
Economist II, SG-15	P 38,413 (Step 1)	P 38,810 (Step 2)

**Illustrative Example III**

Due to the exigency of service, Ms. MJ Cruz was reassigned from the HR Section to the Records Section, with a corresponding change in her position and functions from Administrative Officer IV, SG-15 (*Human Resource Management Officer II*) to Administrative Officer III, SG-14 (*Records Officer II*), effective August 1, 2023.

Applying the salary rules under Budget Circular No. 2019-1<sup>7</sup>, Ms. Cruz shall continue to be paid a monthly salary of P36,619 (SG-15, Step 1) following her reassignment.

On the other hand, her present salary (P36,619) falls between Step 4 (P36,528) and Step 5 (P36,900) of SG-14 of the updated Salary Schedule under EO No. 64, s. 2024.

Thus, starting January 1, 2024, her salary shall be adjusted as follows:

Position Title/SG	Salary as of Dec. 31, 2023 (NBC No. 591)	Adjusted Salary effective Jan. 1, 2024 (EO No. 64, s. 2024)
Administrative Officer III, SG-14	P 36,619 (SG-15, Step 1)	P 36,900 (SG-14, Step 5)

**Illustrative Example IV**

Prior to reorganization, Ms. Monica Singson was head of the Administrative Section of a bureau (*Administrative Officer V, SG-18 with a monthly basic salary of P50,382 [Step 8]*).

Due to the merger of bureaus, Ms. Singson was reappointed as Administrative Officer III, SG-14 item, effective December 1, 2023. Ms. Singson continues to receive her salary of P50,382 following the non-diminution of pay principle.

Ms. Singson will no longer be entitled to salary increase since her present actual salary of P50,382 is already higher than the rate provided for SG-14, Step 8 (P38,049) of the Salary Schedule under *Annex A* hereof.

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<sup>7</sup> Salary Rules and Regulations Applicable to Human Resource, Position Classification and Staffing Actions