



Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

DEPED DIVISION OFFICE OF CATANDUANES  
 RECORDS SECTION  
**RELEASED**  
 DATE: JAN 2023 TIME: 5:26

**UNNUMBERED MEMORANDUM:**

OSDS-PER-UM-01-12-2023/MBL

TO : Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors/In-Charge of Districts  
 Elementary and Secondary School Heads  
 Administrative Officers (Elementary & Secondary)  
 All Others Concerned

FROM : **SUSAN S. COLLANO**  
 Schools Division Superintendent

SUBJECT : **ADVISORY TO THE UNNUMBERED DIVISION MEMORANDUM DATED JANUARY 11, 2023 re IMPLEMENTATION OF THE LAST TRANCHE OF THE MODIFIED SALARY SCHEDULE**

DATE : January 12, 2023

1. In connection with the implementation of the last tranche modified salary schedule, all Administrative Officers (Elementary and Secondary) in-charge in the preparation of the Notice of Salary Adjustment, please be guided of the signatories stated in the DepEd Order No. 002 **“Revised Signing Authorities for Administrative and Financial Matters in the department of Education”**.

2. The Recommending Approval will affix his/her initial signature to the name of the Approving Authority:

Level	Recommending Approval	Approval
<b>Division Office</b> SDS/ASDS	Chief of Personnel Division and Director of BHROD	Undersecretary/Assistant Secretary in-charge of Personnel
Division Chief and below	Chief of Admin and ASDS	SDS



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<b>School</b> School Head, Teachers and Non-Teaching Personnel	Chief of Admin and ASDS	SDS
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3. Further, the Administrative Officers (Elementary & Secondary) in-charge in the preparation of the Notice of Salary Adjustment will also affix his/her signature to the name of the Approving Authority. As per NBC No. 591, DBM Annex "B-1" will still be the form to be used in the preparation of the Notice of Salary Adjustment.

4. For information, guidance and compliance.

MBL/Advisory to the Unnumbered Division Memorandum dated January 12, 2023  
006/January 12, 2023



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