



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

January 25, 2021

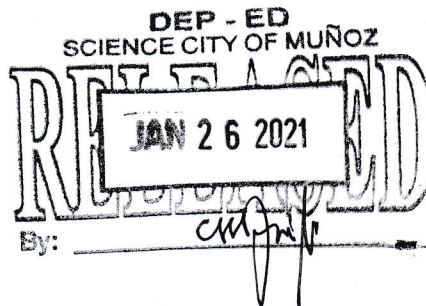
DIVISION MEMORANDUM



No. 3 s. 2021

SUBMISSION OF NOTICE OF SALARY ADJUSTMENT (NOSA)

To: **ALL CONCERNED**

1. This is to inform that the deadline of submission of Notice of Salary Adjustment (NOSA) for all teaching and non-teaching personnel is on February 5, 2020.
2. The form shall be accomplished in three (3) copies.
3. Upon approval, submit soft copy of NOSA in this email jessicasapitan85@gmail.com for updating of records with GSIS.
4. For inquiries regarding this matter kindly contact **Ms. Jessica L. Sapitan**, Administrative Assistant III through her email address jessicasapitan85@gmail.com or mobile number 0917-800-5168.
5. Attached herewith is the National Budget Circular No. 584 s. 2021 issued by the Department of Budget and Management (DBM) for reference.
6. For information and strict compliance.




DANTE G. PARUNGAO, CESO VI
OIC- Schools Division Superintendent 

admin2021



Loyal, Excellent, Accountable and Dedicated to Service

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DSCM-QMS-QMR-QSF-008 Rev.03 (01.31.20)



Certificate No. 50500731 QM15



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT

NATIONAL BUDGET CIRCULAR

No. 584
January 6, 2021

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 Second Tranche of the Modified Salary Schedule for Civilian Personnel in the National Government Pursuant to Republic Act (RA) No. 11466

1.0 Background

RA No. 11466¹, otherwise known as the "Salary Standardization Law of 2019," provides the modification of the Salary Schedule for Civilian Personnel and authorizes the grant of additional benefits.

Said Act also states that the modified Salary Schedule for Civilian Personnel shall be implemented in four (4) tranches, i.e., from FY 2020 to FY 2023.

2.0 Purpose

This Circular is issued to prescribe the guidelines, rules, and regulations for the implementation of the second tranche of the modified Salary Schedule for Civilian Personnel stipulated under RA No. 11466.

3.0 Coverage

This Circular covers all positions for civilian personnel, whether regular, casual, or contractual in nature, appointive or elective, full-time or part-time, now existing or hereafter created in the Executive, Legislative, and Judicial Branches, the Constitutional Commissions and other Constitutional Offices, SUCs, and GOCCs not covered by RA No. 10149², which are under the jurisdiction of the Department of Budget and Management (DBM).

5

¹ An Act Modifying the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of Additional Benefits, and for Other Purposes

² 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

- 5.1.3.2 The employee shall not be entitled to salary increase if the actual salary as of December 31, 2020 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 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 work days per month.
- 5.1.6 Compulsory retirees whose services have been extended beyond December 31, 2020 shall be entitled to salary increase following items 5.1.1 to 5.1.3 of this Circular, whichever is applicable. However, their retirement benefits, including Terminal Leave Benefits, shall be computed based on their monthly basic salaries as of the day prior to the effectivity of their retirement, consistent with existing laws, rules, and regulations.

6.0 Implementation of the Second Tranche of the Modified Salary Schedule in GOCCs Covered by the DBM

- 6.1 The implementation of the Second Tranche Monthly Salary Schedule in GOCCs covered by the DBM shall be as determined by their respective governing boards. GOCCs which do not have sufficient funds to implement fully the Salary Schedule in Annex "A" may adopt their respective salary schedules at lower rates but at a uniform percentage of the salaries in Annex "A".
- 6.2 In the formulation of such salary schedules, GOCCs shall ensure that they can fund on a sustainable basis the increased salaries, including the government counterparts to the Retirement and Life Insurance Premiums, Pag-IBIG Contributions, PhilHealth Contributions, and the Employees Compensation Insurance Premiums.
- 6.3 In the adjustment of the salaries of incumbent personnel effective not earlier than January 1, 2021, the pertinent rules under this Circular shall apply.

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 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.

For personnel whose actual monthly salaries as of December 31, 2020 exceed the rates corresponding to Step 8 of the salary grade allocations of their positions in Annex "A", the HRMO/AO shall no longer prepare NOSAs.

- 7.2 The NOSAs shall be issued to the personnel concerned, copy furnished the Government Service Insurance System (GSIS) if they are members thereof.



- 7.3 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 to implement the salary adjustment and related fixed expenditures of personnel in NGAs shall be charged against the respective agency budgets authorized under RA No. 11518 or the FY 2021 General Appropriations Act (GAA).
- 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 the FY 2021 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 requirements for compensation adjustment for personnel of NGAs shall be released through the GAA as Allotment Order, chargeable against the respective agency PS budget under the FY 2021 GAA.
- 9.2 In case of deficiency, the agency may submit a request to the DBM for release of funds charged to the Miscellaneous Personnel Benefits Fund.

10.0 Exempt Entities

Consistent with Section 12 of RA No. 11466, 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 approval 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 (c) those authorized by law and have actually adopted 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 Congress shall take effect only after the expiration of the respective terms of the present incumbents.

15

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

This Circular shall take effect on January 1, 2021.


WENDEL E. AVISADO
Secretary

ANNEX "A"

**Second Tranche Monthly Salary Schedule for Civilian Personnel
of the National Government
Effective January 1, 2021
(In Pesos)**

| Salary Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|--------------|---------|---------|---------|---------|---------|---------|---------|---------|
| 1 | 12,034 | 12,134 | 12,236 | 12,339 | 12,442 | 12,545 | 12,651 | 12,756 |
| 2 | 12,790 | 12,888 | 12,987 | 13,087 | 13,187 | 13,288 | 13,390 | 13,493 |
| 3 | 13,572 | 13,677 | 13,781 | 13,888 | 13,995 | 14,101 | 14,210 | 14,319 |
| 4 | 14,400 | 14,511 | 14,622 | 14,735 | 14,848 | 14,961 | 15,077 | 15,192 |
| 5 | 15,275 | 15,393 | 15,511 | 15,630 | 15,750 | 15,871 | 15,993 | 16,115 |
| 6 | 16,200 | 16,325 | 16,450 | 16,577 | 16,704 | 16,832 | 16,962 | 17,092 |
| 7 | 17,179 | 17,311 | 17,444 | 17,578 | 17,713 | 17,849 | 17,985 | 18,124 |
| 8 | 18,251 | 18,417 | 18,583 | 18,751 | 18,920 | 19,091 | 19,264 | 19,438 |
| 9 | 19,593 | 19,757 | 19,922 | 20,089 | 20,257 | 20,426 | 20,597 | 20,769 |
| 10 | 21,205 | 21,382 | 21,561 | 21,741 | 21,923 | 22,106 | 22,291 | 22,477 |
| 11 | 23,877 | 24,161 | 24,450 | 24,742 | 25,038 | 25,339 | 25,643 | 25,952 |
| 12 | 26,052 | 26,336 | 26,624 | 26,915 | 27,210 | 27,509 | 27,811 | 28,117 |
| 13 | 28,276 | 28,589 | 28,905 | 29,225 | 29,550 | 29,878 | 30,210 | 30,547 |
| 14 | 30,799 | 31,143 | 31,491 | 31,844 | 32,200 | 32,561 | 32,927 | 33,297 |
| 15 | 33,575 | 33,953 | 34,336 | 34,724 | 35,116 | 35,513 | 35,915 | 36,323 |
| 16 | 36,628 | 37,044 | 37,465 | 37,891 | 38,323 | 38,760 | 39,203 | 39,650 |
| 17 | 39,986 | 40,444 | 40,907 | 41,376 | 41,851 | 42,332 | 42,818 | 43,311 |
| 18 | 43,681 | 44,184 | 44,694 | 45,209 | 45,732 | 46,261 | 46,796 | 47,338 |
| 19 | 48,313 | 49,052 | 49,803 | 50,566 | 51,342 | 52,130 | 52,932 | 53,746 |
| 20 | 54,251 | 55,085 | 55,934 | 56,796 | 57,673 | 58,564 | 59,469 | 60,389 |
| 21 | 60,901 | 61,844 | 62,803 | 63,777 | 64,768 | 65,774 | 66,797 | 67,837 |
| 22 | 68,415 | 69,481 | 70,565 | 71,666 | 72,785 | 73,923 | 75,079 | 76,253 |
| 23 | 76,907 | 78,111 | 79,336 | 80,583 | 81,899 | 83,235 | 84,594 | 85,975 |
| 24 | 86,742 | 88,158 | 89,597 | 91,059 | 92,545 | 94,057 | 95,592 | 97,152 |
| 25 | 98,886 | 100,500 | 102,140 | 103,808 | 105,502 | 107,224 | 108,974 | 110,753 |
| 26 | 111,742 | 113,565 | 115,419 | 117,303 | 119,217 | 121,163 | 123,140 | 125,150 |
| 27 | 126,267 | 128,329 | 130,423 | 132,552 | 134,715 | 136,914 | 139,149 | 141,420 |
| 28 | 142,683 | 145,011 | 147,378 | 149,784 | 152,228 | 154,714 | 157,239 | 159,804 |
| 29 | 161,231 | 163,863 | 166,537 | 169,256 | 172,018 | 174,826 | 177,679 | 180,579 |
| 30 | 182,191 | 185,165 | 188,187 | 191,259 | 194,380 | 197,553 | 200,777 | 204,054 |
| 31 | 268,121 | 273,358 | 278,697 | 284,140 | 289,691 | 295,349 | 301,117 | 306,999 |
| 32 | 319,660 | 326,107 | 332,682 | 339,392 | 346,236 | 353,218 | 360,342 | 367,609 |
| 33 | 403,620 | 415,728 | | | | | | |

For Regular Positions

Notice of Salary Adjustment

Date: _____

_____:

Pursuant to National Budget Circular No. ____ dated _____, implementing Republic Act No. ____ dated _____, your salary is hereby adjusted effective January 1, 2021, as follows:

1. Adjusted monthly basic salary effective January 1, 2021, under the new Salary Schedule; SG _____, Step _____ ₱ _____
2. Actual monthly basic salary as of December 31, 2020; SG _____, Step _____ _____
3. Monthly salary adjustment effective January 1, 2021 (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 Republic Act No. ____ dated _____, 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, 2020; 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: _____

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