

Republika ng Pilipinas
Kagawaran ng Edukasyon
 REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

03 February 2026

DIVISION MEMORANDUM
NO. 191 s. 2026

**SUBMISSION OF NOTICE OF SALARY ADJUSTMENT (NOSA) 2026 FOR THE
 IMPLEMENTATION OF THE THIRD TRANCHE OF THE UPDATED SALARY
 SCHEDULE FOR CIVILIAN GOVERNMENT PERSONNEL UNDER EXECUTIVE
 ORDER (EO) NO. 64, S. 2024**

TO: Assistant Schools Division Superintendent
 Public School District Supervisors
 Elementary and Secondary School Heads
 Administrative Officers (Elementary and Secondary)
 Administrative Officers of Implementing Units
 All Others Concerned

1. Pursuant to National Budget Circular No. 601 dated January 22, 2026, entitled "Implementation of the Third Tranche of the Updated Salary Schedule for Civilian Government Personnel Under Executive Order (EO) No. 64, s. 2024", this Office shall implement the new salary rate retroactively effective January 1, 2026.

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 through the Records Section **not later than February 20, 2026 (Friday)**.

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

(For Elementary)

Name <small>(Last Name, First Name, M. I.)</small>	Position Title	School	District

(For Secondary)

Junior High School

Name <small>(Last Name, First Name, M. I.)</small>	Position Title	School

Senior High School

Name <small>(Last Name, First Name, M. I.)</small>	Position Title	School

- b. For Elementary, Non-IUs Secondary High School and Senior High School:
- i. 2 original copies of NOSA
 - ii. 2 original copies of Updated Service Record (SR)




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3. Administrative Officers and/or Personnel-In-Charge of Implementing Units are advised to submit the following directly to Office of the Schools Division Superintendent through the Records Section **on or before February 20, 2026 (Friday)**:
 - a. 3 copies of NOSA
 - b. 3 copies of Updated Service Record
4. The NOSA will be signed by OIC-Schools Division Superintendent. Following signature, both the NOSA and the Service Record will be released for distribution as follows:
 - a. 1 copy of NOSA & SR- Employee's copy
 - b. 1 copy of NOSA & SR- 201 file
5. Enclosed is the copy of DBM-NBC No. 601, s. 2026.
6. Immediate dissemination and strict compliance with this memorandum are directed.


MA. JEANY T. ABAYON
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent