



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division  
Superintendent

12 January 2023

**DIVISION MEMORANDUM**

No: 034, s. 2023

**PREPARATION OF NOTICE OF SALARY ADJUSTMENT (NOSA) 2023**

TO: All Public Schools District Supervisors/In-Charge  
All Secondary Schools Principals/Administrators  
All District Senior Bookkeepers/ADAS/AO2/Designate  
All Implementing Units Secondary Schools Senior Bookkeepers/Designate

1. Pursuant to National Budget Circular No. 591 dated January 10, 2023, the field is directed to prepare the personnel's Notice of Salary Adjustments (NOSA) by District.
2. To facilitate and fast track the preparation of the NOSAs, Public Schools District Supervisors and Public Schools District In-Charge through their assigned Administrative Officers or Administrative Assistants shall submit three (3) copies of NOSA segregated in 3 Folders, (Folder 1 for Region, Folder 2 for Division, Folder 3 for Personal File) using A4 Bond Paper or Carbonized Continuous Computer Form. These shall be submitted to the Personnel Section of the division office on or before January 19, 2023.
3. In the preparation of the NOSA, you are advised to refer to the December 2022 payslip and Latest Appointment of the employee for the position, step and Plantilla Item Number. Incharge of the preparation are instructed to make sure that the actual entitlement of the employee shall reflect in the NOSA.
4. Attached are the template of the NOSA and Salary Schedule which can be downloaded at <http://bit.ly/MISORNOSA2023> for your guidance and reference.
5. Wide and immediate dissemination of this memorandum is enjoined.

**JONATHAN S. DELA PEÑA, PhD., CESO V**  
Schools Division Superintendent

ADMIN/rig/mce/jo



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