



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

August 29, 2024

REGIONAL MEMORANDUM

No. **1002**, s. 2024

INSTRUCTIONS ON THE IMPLEMENTATION OF EXECUTIVE ORDER NO. 64, S. 2024 (Updating the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of an Additional Allowance, and for other Purposes)

To: Schools Division Superintendents
All Others Concerned

- Attached is Memorandum OM-OUHROD-2024-1628 with the subject: Instructions on the Implementation of Executive Order No. 64, s. 2024 (Updating the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of an Additional Allowance, and for other Purposes).
- The Schools Division Superintendents are instructed to submit reports on the status of the preparation of Notice of Salary Adjustment (NOSA) and salary differentials on or before August 30, 2024 to the Regional Office through email address: personnel.region8@deped.gov.ph.
- Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director 

Enclosure: As stated

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

INSTRUCTIONS

SALARY SCHEDULE

DIFFERENTIAL

AD-PS-EDR



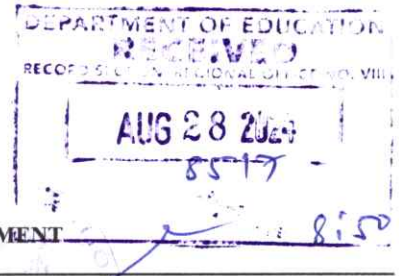
Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph

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Republika ng Pilipinas
Department of Education
 OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
OM-OUHROD-2024-1628

* DATE 8/28/24 2:47
 AUG 28 2024 THE DIRECTOR IV
 AUG 28 2024
 8:50 am

TO : **Regional Directors**
Schools Division Superintendents
School Heads
All others concerned

FROM : **WILFREDO E. CABRAL**
 Regional Director
 Officer-In-Charge, Office of the Undersecretary
 Human Resource and Organizational Development

: **ANNALYN M. SEVILLA**
 Undersecretary for Finance

SUBJECT : **INSTRUCTIONS ON THE IMPLEMENTATION OF EXECUTIVE ORDER NO. 64 S. 2024 (Updating the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of an Additional Allowance, and for other Purposes)**

DATE : 22 August 2024

Pursuant to the 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*, this is to provide guidance on the implementation of the salary adjustment/schedule **effective 01 January 2024**.

In this regard, the Human Resource Management Officers (HRMOs) and/or Administrative Officers (AOs) are hereby instructed to prepare and issue the Notice of Salary Adjustments (NOSAs) following the applicable format as stated in Section 7.0 of the National Budget Circular No. 594, the Procedural Guidelines Section

Section 8.1 of the said NBC provides that:

“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.”



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Moreover, Section 9.0 of the DBM circular states that the DBM shall release to the agencies concerned the Special Allotment Release Orders (SAROs) to implement the first tranche of the salary adjustment.

The implementation of this issuance shall prompt the retroactive payment of the January to August 2024 salary differential of eligible employees as well as their differential pay for Mid-Year Bonus for FY 2024, which shall be charged based on the available Personnel Services (PS) budget while waiting for the release of SARO from the DBM. As of August 21, 2024, the DBM is already preparing the SAROs for the salary differential.

Please be informed, however, that the said increase in monthly salary shall also allow obligations under the undeducted portion of the payslip to be automatically deducted in their salaries provided that the amortizations can be accommodated by the salary increase.

The Information and Communications Technology Service (ICTS) of DepEd Central Office shall release the necessary program adjustments in the payroll system to implement the salary increase starting September 2024 payroll preparation. Regional Offices, Schools Division Offices, and Implementing Units using different payroll software are advised to update their systems accordingly.

Furthermore, the Regional Offices are hereby instructed to submit reports on the status of the preparation of NOSA and salary differentials, which shall be submitted to this Office through the official email at bhrod.pd@deped.gov.ph on or before **August 30, 2024**.

For your information and compliance.

BHROD-PD/ Biglang-awa