



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



Personnel-RM-2024-616

5 September 2024

**Regional Memorandum**  
**No. 616, 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**  
**School Heads**  
**Division Human Resource Management Officers/Administrative Officers**  
**All Others Concerned**

1. Enclosed is a copy of Memorandum OM-OUHROD-2024-1628 dated August 22, 2024 signed by **Dir. WILFREDO E. CABRAL**, Officer-In-Charge, Office of the Undersecretary, Human Resource and Organizational Development, titled **“INSTRUCTIONS ON THE IMPLEMENTATION OF EXECUTIVE ORDER NO. 64 S. 2024 (Updating the Salary Schedule for Civilian Government Personnel, and for other Purposes),”** which is self-explanatory.
2. 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.
3. Attention is invited to the third paragraph of the said Memorandum for information and guidance.
4. Schools Division Offices and Implementing Units using different payroll software are advised to update their systems accordingly.
5. In view thereof, all SDO-HRMOs and/or AOs are requested to submit reports through the link below for consolidation by this Office, and submission to the BHRD-Personnel Division, DepEd Central Office.

[https://bit.ly/REPORT\\_NOSA\\_1ST\\_TRANCHE\\_2024](https://bit.ly/REPORT_NOSA_1ST_TRANCHE_2024)




Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph



6. Immediate dissemination of and compliance with this memorandum is desired.

By Authority of the Regional Director:

  
**LOIDA N. NIDEA**  
Assistant Regional Director  
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Incl.: As stated

08C/ROA/P1



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Republika ng Pilipinas


**Department of Education**

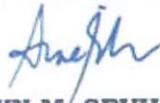
OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM  
OM-OUHROD-2024-1628**

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."*



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549  
Email Address: [usec.hrrod@deped.gov.ph](mailto:usec.hrrod@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

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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](mailto:bhrod.pd@deped.gov.ph) on or before **August 30, 2024**.

For your information and compliance.

*BHROD-PD/ Biglang-awa*

