

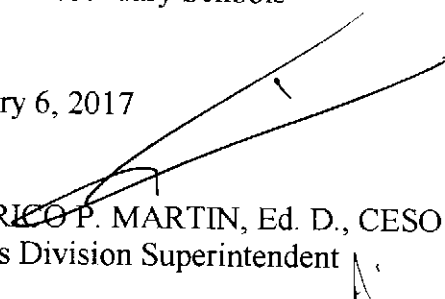


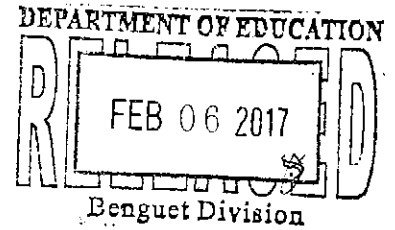
DIVISION MEMORANDUM

No. 20 s, 2017

TO : All Public Schools Supervisor/ Coordinating Principals
Heads of Secondary Schools

DATE : February 6, 2017

FROM :  FEDERICO P. MARTIN, Ed. D., CESO V
Schools Division Superintendent



SUBJECT: DIVISION ORIENTATION- SEMINAR ON THE PREPARATION OF NOSA's PURSUANT TO NBC. 568, DATED JANUARY 5, 2017

1. The Schools Division office of Benguet will conduct a one-day orientation-seminar on the preparation of Notices of Salary adjustment (NOSAs) for personnel in connection with the implementation of the Second Tranche Compensation Adjustment on February 28, 2017 at the Adivay Hall. Registration starts at 8:00 A.M.
2. The orientation- seminar aims to:
 - a. Employ clarity to participants on the interpretation of guidelines, rules and regulations prescribed in the implementation of the Second Tranche Compensation Adjustment provided under the Executive Order (EO) No. 201, s. 2016.
 - b. Assist participants on the NOSA preparation using the prescribed format marked as Annex "D-1".
 - c. Assist/ Remind participants on some personnel concerns, specifically on Leave Administration.
3. There shall be one (1) participant each from the 14 districts preferably the personnel designated in the preparation of NOSA and one (1) participant each from the 59 Secondary Schools, viz:

	No. of Participants
a. Districts	14
b. Heads of Secondary Schools	59
c. SDO Proper	<u>12</u>
TOTAL no. of participants	<u>85</u>

4. One Lunch and two snacks will be provided by the Schools Division Office fund while expenses incurred by the participants in attending this orientation shall be charged to their MOOE fund subject to the usual accounting and auditing rules and regulation.
5. For immediate dissemination and guidance.