



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
 Wangal La Trinidad Benguet 2601



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DIVISION MEMORANDUM

NO. 020 s. 2018

**TO: ALL Public Schools District Supervisor/ District Coordinators
 Heads of Secondary Schools/ Teachers-In-Charge**

DATE: January 22, 2018

JAN 19 2018

FROM: MARIE CAROLYN B. VERANO, CESO VI
 Schools Division Superintendent

**SUBJECT: DIVISION ORIENTATION – WORKSHOP ON THE PREPARATION OF NOSA’S
 PURSUANT TO NBC. 572, DATED JANUARY 3, 2018**

1. The Schools Division of Benguet will conduct a one-day orientation-workshop on the preparation of Notices of Salary Adjustment (NOSAs) for personnel in connection with the implementation of the THIRD Tranche Compensation Adjustment on February 9, 2018 at the Adivay Hall. Registration starts at 8:00 A.M.
2. The orientation-workshop aims to:
 - a. Employ clarity to participants on the interpretation of guidelines, rules and regulations prescribed in the implementation of the Third 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 “B-1”.
 - c. Assist/ Remind participants in some concerns/ updates.
3. There shall be two (2) participants from the 14 districts preferably the PSDS/District Head and personnel designated in the preparation of NOSA and two (2) participants from the 59 Secondary Schools, the School Head and ADAS II or Admin. Officers.

		No. of Participants
a. Districts	(14x2)	28
b. Heads of Secondary Schools	(59x2)	118
c. SDO Proper		12
TOTAL no. of participants		158

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 guidance and immediate dissemination.