



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**  
 Wangal, La Trinidad, Benguet

Tel.No. - 422 6570 Email Add- benguet@deped.gov.ph



Document Code: SDO-BENG-QF-OSDS-  
 SDS-004

Revision: 00

Effectivity date: 09-03-2018

**DIVISION MEMO NO. 137 s. 2019**

Name of Office:  
**OSDS-Personnel Section**

**TO:** PSDSs/PSDCPs  
 Heads and TICs of Secondary Schools  
 SDO Staff Concerned

**DATE:** May 3, 2019

MAY 03 2019



8

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

**SUBJECT:** ORIENTATION WORKSHOP RE NOTICE OF SALARY ADJUSTMENT (NOSA) PREPARATION  
 PURSUANT TO NBC NO. 575, s. 2019, DATED MARCH 25, 2019

1. SDO through the OSDS-Personnel Section will conduct a one-day orientation-workshop on the preparation of Notices of Salary Adjustment (NOSAs) in connection with the Fourth Tranche Compensation on May 24, 2019 (Friday) at the Adivay Hall, 3/F SDO, Wangal, La Trinidad, Benguet. Registration starts at 8:30 AM.
2. The activity aims to:
  - a. Employ clarity to participants in the interpretation of procedural guidelines, rules and regulations and internal policies prescribed in the implementation of the Fourth Tranche Compensation Adjustment provided in E. O. No. 201, s. 2016 and NBC No. 575, s. 2019.
  - b. Provide assistance to participants in the preparation of NOSAs using the prescribed format marked as Annex "B-1".
  - c. Inform/remind participants on updates/concerns related to personnel matters.
3. Participants to the orientation workshop are 28 from the 14 districts, (1 PSDS/CP and 1 personnel) incharge of NOSA/Plantilla preparation and who in turn can assist co-school heads, 62 Heads/TICs of Secondary Schools and additional 1 for IUs/2 Non-IUs, specified below and 12 from the OSDS.

	No. of Pax:
a. 14 districts X 2	28
b. Secondary Schools	62
c. Plus 1 for IUs and 2 Non-IUs *	13
1. Alejo M. Pacalso Memorial NHS	
2. Atok NHS	
3. Benguet NHS-Main	
4. Buguias NHS	
5. GBD AIS-Main	
6. Kamora NHS	
7. Kibungan NHS	
8. Lepanto NHS	
9. Mankayan NHS	
10. Tuba NHS	
11. TSHI	
12. Daklan NHS*	
13. Loo NHS*	
d. OSDS (SDS, ASDS, AO V, HRMO, Frank, Nadia Mel, Jenalyn, Agustina, Puriza, Argel, Finance)	12 = <b>115 Total Pax</b>

	<p>Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal, La Trinidad, Benguet</p> <p>Tel.No. - 422 6570    Email Add- bengueta@deped.gov.ph</p>		<p>Document Code: SDO-BENG-QF-OSDS-SDS-004</p> <p>Revision: 00</p> <p>Effectivity date: 09-03-2018</p>
<p><b>DIVISION MEMO NO. <u>137</u> s. 2019</b></p>		<p>Name of Office: <b>OSDS-Personnel Section</b></p>	

4. In the event that there are participants who could not "possibly" attend, a replacement must be sent because every pax is accounted for and the learnings derived from the activity matters.
5. Lunch, AM and PM snacks shall be provided from SDO funds while travelling expenses of participants shall be charged to local funds subject to the accounting and COA rules and regulations.
6. Dissemination of this Memo is enjoined.

OSDS/sue/hrmo/personnel