



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN

February 19, 2026

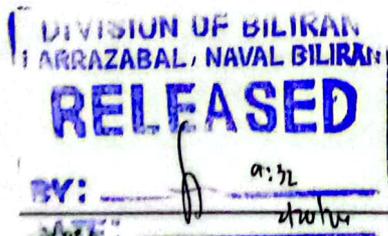
DIVISION MEMORANDUM

No. 095 s. 2026

**PREPARATION OF THE NOTICE OF SALARY ADJUSTMENT RELATIVE TO
NATIONAL BUDGET CIRCULAR (NBC) NO. 601**

TO: OIC-Asst. Schools Division Superintendent
Chief Education Supervisors
Division Office Personnel
Public School District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. With reference to NBC No. 601 dated January 22, 2026, the school-based Administrative Officers II/IV are directed to prepare the Notice of Salary Adjustment (NOSA) of their school personnel except for Insular and Senior High School which shall be prepared at the Division Office, following the third tranche implementation of the updated salary schedule for the Civilian Personnel effective January 1, 2026.
2. To facilitate the preparation of the NOSA, a softcopy of Annex B-1 or the Notice of Salary Adjustment for regular positions and the name of employee, station, salary grade and salary step shall be provided for your reference.
3. The School Head shall ensure the accuracy of the NOSA, while the Administrative Officer II/IV shall submit them in two (2) copies to the Division Office Records Section **on or before March 19, 2026**.
4. The Administrative Unit-Personnel Section shall facilitate the approval of the NOSA by the Schools Division Superintendent and shall return one (1) copy of the approved NOSA to the school.
5. Wide dissemination of and strict compliance of this Memorandum are desired.



ROBERTO N. MANGALIMAN PhD, CESO VI
Schools Division Superintendent



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