



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF SAGAY CITY

SEP 03 2024

DIVISION MEMORANDUM

No. 541, s. 2024

**INSTRUCTION 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: Assistant Schools Division Superintendent
Chief Education Supervisor (CID & SGOD)
Public Schools District Supervisors / CLD
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Enclosed is a copy of **Regional Memorandum No. 786 s.2024** dated September 2, 2024 and **DepEd Memorandum OM-OUHROD-2024-1628** dated August 22, 2024 titled "Instruction 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)".
2. Immediate dissemination of this Memorandum is desired.


NOE B. ABDON
Administrative Officer V
In-charge of the Division

MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent

No of Pages including this Document: 4

Enclosure : As stated,

Reference : As stated

Allotment : N/A

Encl.: As stated

ADMIN/NABDON 9/3/24



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for diff. memo



Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS

DEPARTMENT OF EDUCATION
DIVISION OF SAGAY CITY

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DATE: SEP 03 2024 TIME:

TRACKING NO. REC-24320

SIGNATURE OVER PRINTED NAME

SEP 02 2024

REGIONAL MEMORANDUM

No. 786, 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
Division Accountants and Budget Officers
All Others Concerned

- Attached is Memorandum OM-OUHROD-2024-1628 dated August 22, 2024 on the **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)**.
- Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

BENEFITS
BUDGET
FUNDS
RULES AND REGULATIONS

MIA_RRE/RM- Instructions on the Implementation of Executive Order No. 64, s. 2024
RM-FD - 2024-445/ August 29, 2024



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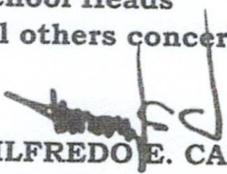




Republika ng Pilipinas
Department of Education
 OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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.”



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Certificate No. PFP 0283
 22.03.2024

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 on or before **August 30, 2024**.

For your information and compliance.

BHROD-PD/Biglang-awa



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