

Republic of the Philippines  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
UL Complex, Pasig, Metro Manila

October 27, 1994

DECS O R D E R  
No. 74, s. 1994

ISSUANCE OF NOTICE OF SALARY ADJUSTMENT (NOSA)  
TO TEACHERS ENTITLED TO SALARY ADJUSTMENT  
UNDER OBM CIRCULAR LETTER NO. 84-4

To: Bureau Directors  
Regional Directors  
Schools Superintendents  
Vocational School Superintendents/Administrators

1. In order to facilitate payment of salary differentials to teachers whose Equivalents Record Forms (ERFs) have been implemented in accordance with DECS Order No. 85, s. 1993, and conformably with OBM Circular Letter No. 84-4 dated May 30, 1984, you are hereby authorized to issue Notice of Salary Adjustment (NOSA) in a prescribed form, copy inclosed.
2. The Plantilla Allocation List for Teachers duly post-audited by the Compensation and Position Classification Bureau (CPCB), Manila shall be the basis of the issuance of NOSA.
3. Payment of claims for salary differential shall be supported by Notice of Salary Adjustment and the CPCB post-audited PAL.
4. This issuance is a tripartite agreement between and among this Department, the DBM-CPCB and the Civil Service Commission.

(SGD.) RICARDO T. GLORIA  
Secretary

Incl.:  
As stated

Reference:  
DECS Order: (No. 85, s. 1993)

Allotment: 1-2-3--(M.O. 1-87)

To be indicated in the Perpetual Index  
under the following subjects:

✓OFFICIALS  
✓SALARY  
✓TEACHERS

Notice of Salary Adjustment

Mr/Ms. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir/Madam :

Pursuant to Circular Letter No. 84-4, dated May 30, 1984, your salary has been adjusted effective 1/1/94 as follows:

Title of Position _____	
Item No. _____ Page _____ of GAA No. 7645	
Authorized Salary Grade under GAA No. 7645	.... SG _____
Salary Grade as of Dec. 31, 1993	..... SG _____
Upgraded: Salary Grade per ERF effective	
January 1, 1994	..... SG _____
Basic Salary as of Dec. 31, 1993	
(Including the merit increase if any)	.... P _____
Salary Adjustment due to upgraded ERF	..... P _____
Total Adjusted Salary	..... P _____

This salary adjustment is subject, however, to review and post-audit by the Compensation and Position Classification Bureau (CPCB) and to appropriate correction and refund if found not in order.

Very truly yours,

By Authority of the Regional Director:

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Schools Division Superintendent

Copy furnished:

- IBM-Payroll Services Division
- Commission on Audit
- Compensation and Position Classification Bureau (CPCB)
- Government Service Insurance System
- Civil Service Commission
- DECS/Employees Welfare and Benefits Division
- Regional Director, DECS