



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

23 Apr 2024

DIVISION MEMORANDUM
OSDS No. **071**s. 2024

SET OF REQUIREMENTS UPDATING FOR SALARY INTEGRATION DUE TO
LENGTH OF SERVICE AND PROMOTION

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to COA Circular No. 2023-004 on the **Prescribing the updated Documentary requirements for Common Government Transactions**, dated June 14, 2023, the following are the **new set of requirements** for salary integration:

a) **For Length of Service:**

- 1 copy of Certification
- 1 copy of Notice of Salary Increment (NoSI)
- 1 photocopy of latest attested appointment
- 1 photocopy of assignment order/ certification of assumption to duty (*Hired 2015-present only*)
- 1 copy of updated Service Record

b) **For Promotion:**

- 1 copy of Certification
- 1 copy of Notice of Salary Adjustment (NoSA)
- 1 photocopy of latest attested appointment
- 1 photocopy of certification of assumption to duty

2. Personnel concerned are advised to refer to the enclosures for the new template of certification.

Enclosure 1 – *Certification for Promotion*

Enclosure 2 – *Certification for Step Increment (with incurred more than three (3) months of leave with or without pay)*

Enclosure 3 – *Certification for Step Increment (with incurred not more than three (3) months of leave with or without pay)*



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3. The School/ Clustered Administrative Officers II shall process and submit directly the evaluated documents to the Personnel Section two (2) months before the effective date of step increment.
4. Anent this, School/ Clustered Administrative Officers shall process and submit all the backlog documents for salary integration until **May 15, 2024**.
5. The release of the benefits of teachers depends on the date of submission.
6. Immediate dissemination of this Memorandum is directed.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: COA Circular No. 2023-004
To be indicated in the Perpetual Index
under the following subjects:

BENEFITS

REQUIREMENTS

SJDR/DM- set of requirements updating for salary integration due to length of service and promotion



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Enclosure 2 to Division Memorandum OSDS No **7**, s. 2024



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 SCHOOLS DIVISION OF SOUTH COTABATO

CERTIFICATION

This is to certify that this office will pay the salary differential of employee of DepEd Division of South Cotabato in the corresponding periods:

No	Div Code	Sta Code	Emp No.	Employee Name	Date of Effectivity	Pos Code	BC	From's Step	Act Step	Adjusted Salary
1										
XXXXXXXXXX C L O S E D XXXXXXXXXX										

This is to certify further that the name mentioned above has incurred more than three (3) months of leave both with and without pay. With this, based on CSC and DBM Joint Circular No. 1, s. 2012, the grant of step increment to him/her shall be deferred corresponding to the period of such absence/ nonperformance of actual duties and responsibilities of his/ her position to complete the service and performance rating requirements.

This certification is issued for the purpose of integrating the **NOTICE OF STEP INCREMENT (NOSI)** of the listed employees in the regular payroll for the month of _____, 2024.

Prepared, Checked and Verified by:

(Signature Over Printed Name)
 Administrative Officer II

CERTIFIED BY:

ARLENE L. ALBUNA
 Administrative Officer IV
 Personnel



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Enclosure 3 to Division Memorandum OSDS No. 7, s. 2024



Republic of the Philippines
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 SCHOOLS DIVISION OF SOUTH COTABATO

CERTIFICATION

This is to certify that this office will pay the salary differential of employee of DepEd Division of South Cotabato in the corresponding periods:

No.	Div Code	Sta Code	Emp. No.	Employee Name	Date of Effectivity	Pos Code	SS	Prev's Step	Act Step	Adjusted Salary
1										

XXXXXXXXXX C L O S E D XXXXXXXXXXXX

This is to certify further that the name mentioned above has not incurred more than three (3) months of leave with or without pay based on CSC and DBM Joint Circular No. 1, s. 2012.

This certification is issued for the purpose of integrating the **NOTICE OF STEP INCREMENT (NOSI)** of the listed employees in the regular payroll for the month of _____, 2024.

Prepared, Checked and Verified by:

(Signature Over Printed Name)
 Administrative Officer II

CERTIFIED BY:

ARLENE L. ALBUNA
 Administrative Officer IV
 FOCUSMAN



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