



Republic of the Philippines
Department of Education

REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

DEP-ED SDO N.E.
RELEASED
FEB 02 2023

RECORDS SECTION

24 January 2023

DIVISION MEMORANDUM

No. 34, s. 2023

**UPDATING OF SERVICE RECORD OF TEACHING AND NON-TEACHING PERSONNEL
DUE TO SALARY ADJUSTMENT (FOURTH TRANCHE) UNDER NATIONAL BUDGET
CIRCULAR (NBC) NO. 591**

To: Assistant Schools Division Superintendents
Chiefs of Division, CID and SGOD
Division Unit Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads and Teachers
All Others Concerned

1. In connection with the DBM Circular no. 591 dated January 10, 2023 entitled "Implementation of the Fourth Tranche of the Modified Salary Schedule for Civilian Personnel in the National Government Pursuant to Republic Act (RA) No. 11466", this division shall implement the new salary rate effective January 1, 2023.
2. Administrative Officers/ Administrative Assistant in-Charge of Personnel are hereby directed to prepare the Service Record in prescribed form on or before February 10, 2023.
3. The Service record shall be prepared in two (2) copies with the following attachments:
 - a. One (1) copy of previously approved Service Record
 - b. Transmittal indicating if Elementary, JHS or SHS.
4. Soft copy of compiled personnel service record with the file name format: (Surname, First Name, Middle Initial) in excel file per school shall be uploaded on <https://bit.ly/sdonesr> in assigned folder per district.
5. Please see the following enclosures attached for reference:
Enclosure 1. Salary Schedule of National Budget Circular no. 591
Enclosure 2. Service Record template
6. Service Record signed by the Human Resource Management Officer IV will be returned to the schools for distribution for 201 files.
7. Immediate dissemination and strict compliance with this memorandum is directed.

JESSIE D. FERRER, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: NBC No. 591

To be indicated in the Perpetual Index

Under the following subjects:

SERVICE RECORD

TEACHING

NON-TEACHING PERSONNEL

SALARY ADJUSTMENT

RBG 2023 Updating of Service Record of Teaching and Non-Teaching Personnel due to Salary Adjustment (Fourth Tranche)
1-3-2/RBG 01-24-23



Address: Brgy. Rizal, Santa Rosa, Nueva Ecija 3101
Telephone No.: (044) 940 3121
Email: nueva.ecija@deped.gov.ph
Facebook Page: DepEd SDO Nueva Ecija
Webpage: www.deped-ne.net.ph



**Fourth Tranche Monthly Salary Schedule for Civilian Personnel
of the National Government
Effective January 1, 2023
(In Pesos)**

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	13,000	13,109	13,219	13,329	13,441	13,553	13,666	13,780
2	13,819	13,925	14,032	14,140	14,248	14,357	14,468	14,578
3	14,678	14,792	14,905	15,020	15,136	15,251	15,369	15,486
4	15,586	15,706	15,827	15,948	16,071	16,193	16,318	16,443
5	16,543	16,671	16,799	16,928	17,057	17,189	17,321	17,453
6	17,553	17,688	17,824	17,962	18,100	18,238	18,379	18,520
7	18,620	18,763	18,907	19,053	19,198	19,346	19,494	19,644
8	19,744	19,923	20,104	20,285	20,468	20,653	20,840	21,029
9	21,211	21,388	21,567	21,747	21,929	22,112	22,297	22,483
10	23,176	23,370	23,565	23,762	23,961	24,161	24,363	24,567
11	27,000	27,284	27,573	27,865	28,161	28,462	28,766	29,075
12	29,165	29,449	29,737	30,028	30,323	30,622	30,924	31,230
13	31,320	31,633	31,949	32,269	32,594	32,922	33,254	33,591
14	33,843	34,187	34,535	34,888	35,244	35,605	35,971	36,341
15	36,619	36,997	37,380	37,768	38,160	38,557	38,959	39,367
16	39,672	40,088	40,509	40,935	41,367	41,804	42,247	42,694
17	43,030	43,488	43,951	44,420	44,895	45,376	45,862	46,355
18	46,725	47,228	47,738	48,253	48,776	49,305	49,840	50,382
19	51,357	52,096	52,847	53,610	54,386	55,174	55,976	56,790
20	57,347	58,181	59,030	59,892	60,769	61,660	62,565	63,485
21	63,997	64,940	65,899	66,873	67,864	68,870	69,893	70,933
22	71,511	72,577	73,661	74,762	75,881	77,019	78,175	79,349
23	80,003	81,207	82,432	83,683	85,049	86,437	87,847	89,281
24	90,078	91,548	93,043	94,562	96,105	97,674	99,268	100,888
25	102,690	104,366	106,069	107,800	109,560	111,348	113,166	115,012
26	116,040	117,933	119,858	121,814	123,803	125,823	127,876	129,964
27	131,124	133,264	135,440	137,650	139,897	142,180	144,501	146,859
28	148,171	150,589	153,047	155,545	158,083	160,664	163,286	165,951
29	167,432	170,166	172,943	175,766	178,634	181,550	184,513	187,525
30	189,199	192,286	195,425	198,615	201,856	205,151	208,499	211,902
31	278,434	283,872	289,416	295,069	300,833	306,708	312,699	318,806
32	331,954	338,649	345,478	352,445	359,553	366,804	374,202	381,748
33	419,144	431,718						



Republic of the Philippines
Department of Education
 REGION III - CENTRAL LUZON
 SCHOOLS DIVISION OFFICE OF NUEVA ECija

SERVICE RECORD

Employee No.: **1234567**

Name: **DELA CRUZ** **JUANA** **SANTOS**
 (Surname) (Given Name) (Middle Name) (If married, women, give also full maiden name)

Birth: **January 3, 1991** **Cabanatuan City**
 (Date of Birth MM/DD/YYYY) (Place of Birth) (Date herein should be checked from birth or baptismal certificate some other reliable documents)

Present Station (pls enter School ID):
 School ID: **037**
 Name: **SDO - Nueva Ecija** Municipality: **Santa Rosa**

This is to certify that the employee named herein above actually rendered services in this Office as shown by the service record below, each line of which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned.

SERVICE		RECORD OF APPOINTMENT				OFFICE ENTITY/DIV.	Branch (iii)	LV ABS	SEPARATION
From	To	Designation	SG	STEP	Status (i)	Salary (ii)		Station/Place of Assignment	without Pay
10/13/97	04/27/99	Emergency Laborer			Cont.	220/day	DepED-Division of N.E.	None	AE eff. 01/09/98
04/28/99	05/15/99	Emergency Laborer			Cont.	220/day	DepED-Division of N.E.	None	AE eff. 06/01/99
06/16/99	08/30/99	Emergency Laborer			Cont.	220/day	DepED-Division of N.E.	None	
08/31/99	11/14/99	Emergency Laborer			Cont.	220/day	DepED-Division of N.E.	None	
11/15/99	12/31/99	Utility Worker	1	1	Perm.	52,800.00	DepED-Division of N.E.	None	
01/01/00	06/00/01	Utility Worker	1	1	Perm.	58,080.00	DepED-Division of N.E.	None	
07/01/01	11/14/02	Utility Worker	1	1	Perm.	60,984.00	DepED-Division of N.E.	None	
11/15/02	11/14/05	Utility Worker	1	2	Perm.	62,508.00	DepED-Division of N.E.	None	
11/15/05	06/00/07	Utility Worker	1	3	Perm.	64,068.00	DepED-Division of N.E.	None	
07/01/07	06/30/08	Utility Worker	1	3	Perm.	70,478.00	DepED-Division of N.E.	None	
07/01/08	11/14/08	Utility Worker	1	3	Perm.	77,520.00	DepED-Division of N.E.	None	
11/15/08	06/30/09	Utility Worker	1	4	Perm.	79,464.00	DepED-Division of N.E.	None	
07/01/09	06/23/10	Utility Worker	1	4	Perm.	87,420.00	DepED-Division of N.E.	None	
06/24/10	06/31/11	Utility Worker	1	4	Perm.	95,364.00	DepED-Division of N.E.	None	
06/01/11	11/14/11	Utility Worker	1	4	Perm.	103,320.00	DepED-Division of N.E.	None	
11/15/11	06/31/12	Utility Worker	1	5	Perm.	104,652.00	DepED-Division of N.E.	None	
06/01/12	11/14/14	Utility Worker	1	5	Perm.	112,380.00	DepED-Division of N.E.	None	
11/15/14	02/01/15	Utility Worker	1	6	Perm.	113,508.00	DepED-Division of N.E.	None	
02/02/15	12/31/15	Utility Worker	1	6	Perm.	113,508.00	DepED-Division of N.E.	None	ICT
01/01/16	12/31/16	Utility Worker	1	6	Perm.	119,388.00	DepED-Division of N.E.	None	
01/01/17	11/14/17	Utility Worker	1	6	Perm.	125,436.00	DepED-Division of N.E.	None	
11/15/17	12/31/18	Utility Worker	1	7	Perm.	126,516.00	DepED-Division of N.E.	None	
01/01/18	12/31/18	Utility Worker	1	7	Perm.	132,912.00	DepED-Division of N.E.	None	
01/01/19	12/31/19	Utility Worker	1	7	Perm.	139,620.00	DepED-Division of N.E.	None	
01/01/20	07/08/20	Utility Worker	1	7	Perm.	145,716.00	DepED-Division of N.E.	None	
07/10/20	12/31/20	Administrative Aide VI	6	1	Perm.	186,288.00	DepED-Division of N.E.	None	Promotion
01/01/21	12/31/21	Administrative Aide VI	6	1	Perm.	194,400.00	DepED-Division of N.E.	None	
01/01/22	12/31/22	Administrative Aide VI	6	1	Perm.	202,524.00	DepED-Division of N.E.	None	
01/01/23	Present	Administrative Aide VI	6	1	Perm.	202,524.00	DepED-Division of N.E.	None	
E-E-E-E									

Issued in compliance with Executive Order No. 94 dated August 10, 1954, and in accordance with Circular No. 58 dated August 10, 1954 of the system.

Verified Correct

Certified Correct

PSOG/School Head

ROXER ERWIN B. GARCIA
 Administrative Officer IV