



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

OSDS-2024-243

To : **ALL PUBLIC SCHOOL HEADS
DIVISION PAYROLL INCHARGE
ALL ADMINISTRATIVE OFFICER II DEPLOYED IN SCHOOLS
ALL ADMINISTRATIVE ASSISTANT III DEPLOYED IN SCHOOLS
ALL ADMINISTRATIVE ASSISTANT II DEPLOYED IN SCHOOLS**

Subject : **POSTPONEMENT OF PT CASH DAY SCHEDULE AND
PREPARATION OF NOTICE OF SALARY ADJUSTMENT REPORT**

Date : August 12, 2024

In the light of the release and implementation of National Budget Circular No. 594, dated August 12, 2024, which implements Executive Order No. 64, dated August 2, 2024, please be advised that the PT CASH Day schedule originally set for August 15-16, 2024, has been rescheduled. The new dates for the PT CASH Day will be August 20 & 22, 2024. This adjustment was made to ensure the timely preparation of the Notice of Salary Adjustment Report.

All concerned personnel are hereby directed to prepare the Notice of Salary Adjustment for all regular and casual employees of the department on August 13-14, 2024 at the SDO Conference Room.

Please make the necessary arrangements to accommodate this revised schedule and ensure that all tasks are completed as directed.

For information, guidance and compliance.


MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED

DATE: AUG 13 2024 TIME: 2:47

BY: 



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