DAVAO ORIENTAL STATE UNIVERSITY
Sustainable Development Goal 8: Decent Work and Economic Growth
Indicator 8.2.1 – Employment Practice: Living Wage

Davao Oriental State University (DOrSU) implements the updated Salary Schedule for its civilian personnel in accordance with the National Budget Circulars issued by the Department of Budget and Management (DBM). The University's personnel receive their salaries on the 15th and 30th of every month.

Executive Order (EO) No. 64, s. 2024 provides an updated Salary Schedule for civilian government personnel, with the aim of establishing a competitive and sustainable Compensation and Position Classification System that attracts, retains, and engages high-performing civil servants. The Salary Schedule is implemented in four tranches from Fiscal Year (FY) 2024 to FY 2027, and the DBM issues a National Budget Circular to guide each tranche. National Budget Circular (NBC) No. 597, issued on January 20, 2025, covers the second tranche, which took effect on January 1, 2025. NBC No. 601, issued on January 22, 2026, covers the third tranche, which took effect on January 1, 2026.

Both circulars are addressed to State Universities and Colleges and apply to all civilian personnel, whether regular, casual, or contractual, and whether full-time or part-time. They therefore serve as the governing guidelines for salary adjustments at DOrSU. In applying them, the University adjusts the salaries of its incumbent personnel to the rate of their designated step and salary grade in the updated Salary Schedule, based on their salary as of the cut-off date, which is December 31, 2024 under NBC No. 597 and December 31, 2025 under NBC No. 601. Personnel whose salary on the cut-off date already exceeds Step 8 of their salary grade receive no further increase, while new hires, casual personnel, and contractual personnel are placed at Step 1 of their salary grade. The daily wage of casual personnel is computed by dividing the monthly rate by 22 workdays.

The University documents each salary adjustment through a Notice of Salary Adjustment, which the Human Resource Management Officer prepares for every employee and the Head of Agency approves, with a copy furnished to the Government Service Insurance System. The adjustment for FY 2025 is charged to the Miscellaneous Personnel Benefits Fund and the FY 2025 General Appropriations Act (Republic Act No. 12116), while the adjustment for FY 2026 is covered by the University's budget under the FY 2026 General Appropriations Act (Republic Act No. 12314). All adjustments remain subject to accounting and auditing rules, and any overpayment is refunded. Matters not covered by the circulars are referred to the DBM. Personnel engaged through job orders or contracts of service, consultants, pakyaw workers, and student workers fall outside the coverage of the circulars.

Through its adherence to NBC No. 597 and NBC No. 601, DOrSU aligns the salaries of its personnel with national government standards and pays them on a regular schedule every 15th and 30th of the month.

Republic of the Philippines

DAVAO ORIENTAL STATE UNIVERSITY

A university of excellence, innovation, and inclusion

Annex B-1

NOTICE OF SALARY ADJUSTMENT

January 22, 2025

[redacted]
Instructor I
DOrSU
Guang-Guang, Dahican, City Of Mati

Dr./Prof./Mr./Ms. [redacted]

Pursuant to National Budget Circular No. 597 dated, January 20, 2025 implementing Executive Order No. 64 dated August 2, 2024, your salary is hereby adjusted effective January 1, 2025, as follows:

1	Adjusted Monthly Basic Salary Effective January 1, 2025, under the new Salary Schedule; SG 12 Step 1	P	32245.00
2	Actual Monthly Basic Salary as of Dec. 31, 2024; SG 12 Step 1		30705.00
3	Monthly Salary Adjustment effective January 1, 2025 (1-2)	P	**1540.00**

It is understood that this salary adjustment is subject to review and post- audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

[redacted]

Position Title: Instructor I
Salary Grade: 12
Item No. / Unique Item No. , FY 2025 Personal Service Itemization and /or Plantilla of Personnel: DOSCSTB-INST1-6-2016

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Sources

1. Department of Budget and Management. *National Budget Circular No. 601*, "Implementation of the Third Tranche of the Updated Salary Schedule for the Civilian Government Personnel Under Executive Order (EO) No. 64, s. 2024," January 22, 2026. https://www.dbm.gov.ph/wp-content/uploads/Issuances/2026/National-Budget-Circular/NATIONAL-BUDGET-CIRCULAR-NO.-601_NEW.pdf.
2. Department of Budget and Management. *National Budget Circular No. 597*, "Implementation of the Second Tranche of the Updated Salary Schedule for Civilian Government Personnel Under Executive Order (EO) No. 64, s. 2024," January 20, 2025. https://www.dbm.gov.ph/wp-content/uploads/Issuances/2025/National-Budget-Circular/NBC-No.-597.pdf.