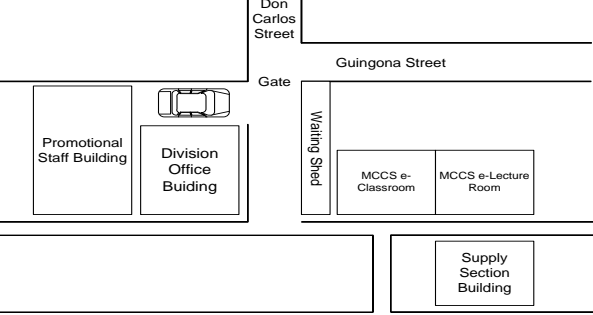
	Processing of Notice of Salary Adjustment (NOSA) and Notice of Step Increment (NOSI)			
	Department	Department of Education	Location: Corner Don Carlos-Guingona Streets, Barangay 3, Malaybalay City	
	Division	Division of Malaybalay City		
	Department Head	Edilberto L. Oplenaria		
Contact No's	(088) 813-2894 / 221-4597			
SERVICE DESCRIPTION				
Processing of notice of salary adjustment and notice of step increment of all teaching and non-teaching employees in the Division				
CLIENT GROUP			All teaching and non-teaching employees	
SERVICE SCHEDULE			Monday-Friday (8:00 AM -12:00Noon – 1:00PM -5:00 PM)	
TOTAL PROCESSING TIME			1 hour and 45 minutes	
TOTAL FEES			None	
REQUIREMENTS:			Letter Request Updated Service Record Latest Appointment Latest Pay slip	

PROCESS FOR AVAILING THE SERVICE

Step	Client	Service Provider	Processing Time	Person In-Charge	Fees	Form
1	Submits all documents needed to the Receiving Clerk	Receives and checks completeness of the documents	5 minutes	Administrative Aide	None	None
2		Prepares NOSA/NOSI and forwards to HRMO for review	20 minutes	Administrative Aide	None	None
3		Reviews NOSA/NOSI and forwards to SDS for signature	15 minutes	HRMO I/ Administrative Officer II	None	None
4		Signs NOSA/NOSI	1 hour	Schools Division Superintendent	None	None
5		Records approved NOSA/NOSI for release	5 minutes	Administrative Aide	None	None

(Pursuant to the provisions of the Anti-Red Tape Act of 2007, also known as the Republic Act No. 9485)