



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION  
UNIVERSITY OF THE PHILIPPINES

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30 January 2023

**MEMORANDUM NO. NGY 23 - 13**

FOR : Chancellors  
Director, UP PGH

ATTENTION : Vice Chancellors for Administration  
Heads of HRDOs, Budget & Accounting Offices

SUBJECT : **Salary Rates for FY 2023**

DBM NBC No. 591 dated 10 January 2023, *Subject: Implementation of the Fourth Tranche of the Modified Salary Schedule for Civilian Personnel in the National Government Pursuant to RA No. 11466* states that under Section 8.0, the amounts required to implement the salary adjustment and related fixed expenditures of personnel in NGAs shall be charged against the respective agency budgets authorized under RA No. 11936 for the FY 2023 General Appropriations Act.

The adjusted amount was already included in the PS requirements of the CUs based on the PSipop that were sent to the respective campuses and incorporated in the FY 2023 IOB as the basis for the computation of the release of Cash Allocation to CUs effective 01 January 2023.

Further, procedural guidelines in Section 7.0 require the preparation of Notice of Salary Adjustments (NOSAs) for the new salary rates based on Section 5.0, by the respective HRDOs of the CUs, UP PGH and UP System Administration. Please refer to Annexes B-1 and B-2 of the Circular for the required forms. The HRDOs are encouraged to prepare the NOSAs through the University Information System (UIS) and observe the delegated signing authority as approved during the 1316<sup>th</sup> meeting of the Board of Regents on 31 March 2016. Payments through special payroll are authorized as soon as the NOSAs have been released to all faculty and staff based on the guidelines and format required by the DBM NBC 591.

The Circular also reminds that *"the agencies shall be responsible for the proper implementation of the provisions of this Circular. The responsible officers shall be held liable for any payment not in accordance with the provisions hereof without prejudice to the refund by the employees concerned of any excess or unauthorized payments."*



NESTOR G. YUNQUE

Vice President for Administration

Attachments:

1. [DBM NBC No. 591 dated 10 January 2023 – Implementation of the Fourth Tranche of the Modified Salary Schedule for Civilian Personnel in the National Government Pursuant to Republic Act \(RA\) No. 11466;](#)
2. [Matrix of Delegated Authority for Signatories of Notice of Salary Adjustments \(NOSAs\) and Notice of Step Increments \(NOSIs\) \[1316<sup>th</sup> meeting of the Board of Regents on 31 March 2016\]](#)

cc: Office of the President  
Office of the Vice Presidents and Secretary of the University