



NOTICE OF SALARY ADJUSTMENT

August 27, 2024

Ms. Kimberly V. Caingcoy
Annals of Tropical Research Office
VSU, Visca, City of Baybay, Leyte

8/12/24

Dear Ms. Caingcoy:

Pursuant to National Budget Circular No. 594 dated August 12, 2024, implementing Executive Order No. 64 dated August 2, 2024, your salary is hereby adjusted effective January 1, 2024, as follows:

- | | |
|--|--------------------|
| 1. Monthly basic salary
under the new Salary Schedule; SG: 9, | <u>P 22,219.00</u> |
| 2. Actual monthly basic salary
as of December 31, 2023; SG: 9 | <u>21,211.00</u> |
| 3. Monthly salary adjustment
effective January 1, 2024 (1-2) | <u>P 1,008.00</u> |

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

Very truly yours,

Prose Ivy G. Yepes
PROSE IVY G. YEPES
President

Position Title: Science Research Assistant
Salary Grade: 9

cc: RAO, RSPPRO, PLBO, Kimberly V. Caingcoy