



**NOTICE OF SALARY ADJUSTMENT**

August 20, 2024

**Ms. Beverly Ann B. Elnas**  
Accounting Office  
VSU, Visca, City of Baybay, Leyte

*[Handwritten signature]*  
9/4

Dear Ms. Elnas:

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 March 4, 2024, as follows:

- |  |                    |
|--|--------------------|
| 1. Adjusted monthly basic salary effective March 4, 2024,<br>under the New Salary Schedule; SG: <u>12</u> , Step: <u>1</u> | <u>₱ 30,705.00</u> |
| 2. Actual monthly basic salary as of March 4, 2024,<br>SG: <u>12</u> , Step: <u>1</u>                                      | <u>29,165.00</u>   |
| 3. Monthly salary adjustment effective: March 4, 2024 (1-2)  | <u>₱ 1,540.00</u>  |

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,

*[Handwritten signature]*

**PROSE IVY G. YEPES**  
President

Position Title: Accountant I  
Salary Grade: 12  
Item No. FY 2023 Plantilla of Personnel: A1-132-2023

cc: RAO, RSPPRO, PLBO