



NOTICE OF SALARY ADJUSTMENT

February 13, 2025

MR. JAY F. REDULA

VSU Manila Office

VSU, Visca, City of Baybay, Leyte

Dear Mr. Redula:

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. Monthly basic salary
under the new Salary; SG: 4, | ₱ <u>16,833.00</u> |
| 2. Actual monthly basic salary
as of December 31, 2024;
SG: 4 | <u>16,209.00</u> |
| 3. Monthly salary adjustment
effective: January 1, 2025 (1-2) | ₱ <u>624.00</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,


PROSE IVY G. YEPES
President

Position Title: Driver II

Salary Grade: 4