



NOTICE OF SALARY ADJUSTMENT

August 22, 2024

Ms. Dalisay F. Andres

Office of the Vice President for Planning, Resource Generation & Auxiliary Services
VSU, Visca, City of Baybay, Leyte

Dear Ms. Andres:

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 May 16, 2024, as follows:

- | | |
|--|--------------------|
| 1. Adjusted monthly basic salary effective May 16, 2024,
under the New Salary Schedule; SG: 9, Step: <u>1</u> | <u>₱ 22,219.00</u> |
| 2. Actual monthly basic salary as of May 15, 2024,
SG: 8, Step: <u>3</u> | <u>20,908.00</u> |
| 3. Monthly salary adjustment effective: May 16, 2024 (1-2) | <u>₱ 1,311.00</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: Administrative Assistant III

Salary Grade: 9

Item No. FY 2023 Plantilla of Personnel: ADAS3-65-2023

9/5/24

cc: RAO, RSPPRO, PLBO