



**NOTICE OF SALARY ADJUSTMENT**

August 22, 2024

**Mr. Jose Roldan C. Garcitos**  
Institute of Human Kinetic  
VSU, Visca, City of Baybay, Leyte

*- J. R. Garcitos*

Dear Mr. Garcitos:

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 July 1, 2024, as follows:

- |  |                    |
|--|--------------------|
| 1. Adjusted monthly basic salary effective July 1, 2024,<br>under the New Salary Schedule; SG: 3, Step: <u>1</u> | <u>₱ 15,265.00</u> |
| 2. Actual monthly basic salary as of June 30, 2024,<br>SG: 1, Step: <u>1</u>                                     | <u>13,530.00</u>   |
| 3. Monthly salary adjustment effective: July 1, 2024 (1-2)   | <u>₱ 1,735.00</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*

**PROSE IVY G. YEPES**  
President

Position Title: Administrative Aide III  
Salary Grade: 3  
Item No. FY 2023 Plantilla of Personnel: ADA3-198-2004

cc: RAO, RSPPRO, PLBO