



VISAYAS
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NOTICE OF SALARY ADJUSTMENT

06-February-2020

Recd by: *[Signature]*
2/17/20

Mr. Jeremy S. Caintic
Security Office
VSU, Visca, City of Baybay, Leyte

Dear Mr. Caintic:

Pursuant to National Budget Circular No. 579 dated January 24, 2020 implementing Republic Act No. 11466 dated January 8, 2020, your salary is hereby adjusted effective January 1, 2020 as follows:

1. Adjusted monthly basic salary effective January 1, 2020, under the New Salary Schedule; SG: 3, Step: 2 **₱ 13,119.00** (157,428.00) p.a.
2. Actual monthly basic salary as of December 31, 2019; SG: 3, Step: 2 **₱ 12,562.00** (150,744.00) p.a.
3. Monthly salary adjustment effective: January 1, 2020 (1-2) **₱ 557.00**

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,

[Signature]
EDGARDO E. TULIN
President

Position Title: Security Guard I
Salary Grade: 3
Item No. FY 2019 Plantilla of Personnel: SECG1- 5-1998

cc: Records, ODA-HRD, PRPEO, Accounting, GSIS, Payroll