



NOTICE OF SALARY ADJUSTMENT

August 20, 2024

Ms. Roda G. Capacao - *9/12/24*
Department of Pest Management
VSU, Visca, City of Baybay, Leyte

Dear Ms. Capacao:

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 January 29, 2024, as follows:

- | | |
|---|--------------------|
| 1. Adjusted monthly basic salary effective January 29, 2024,
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 January 29, 2024,
SG: <u>12</u> , Step: <u>1</u> | <u>29,165.00</u> |
| 3. Monthly salary adjustment effective: January 29, 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,

[Signature]
PROSE IVY G. YEPES
President

Position Title: Instructor I
Salary Grade: 12
Item No. FY 2023 Plantilla of Personnel: INST1-57-2016

cc: RAO, RSPPRO, PLBO