



NOTICE OF SALARY ADJUSTMENT

August 20, 2024

Mr. Cle Marven P. Balaga
Department of Tourism and Hospitality Management
VSU, Visca, City of Baybay, Leyte

Dear Mr. Balaga:

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 February 8, 2024, as follows:

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|--|--------------------|
| 1. Adjusted monthly basic salary effective February 8, 2024, under the New Salary Schedule; SG: <u>13</u> , Step: <u>1</u> | <u>₱ 32,870.00</u> |
| 2. Actual monthly basic salary as of February 8, 2024, SG: <u>13</u> , Step: <u>1</u> | <u>31,320.00</u> |
| 3. Monthly salary adjustment effective: February 8, 2024 (1-2) | <u>₱ 1,550.00</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: Instructor II
Salary Grade: 13
Item No. FY 2023 Plantilla of Personnel: INST2-42-2023

cc: RAO, RSPPRO, PLBO