



**NOTICE OF SALARY/WAGE ADJUSTMENT**

August 27, 2024

**Mr. Orlan C. Capin**

Institute of Tropical Ecology & Envi. Mgmt.  
VSU, Visca, City of Baybay, Leyte

Dear Mr. Capin:

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 1, 2024, as follows:

- |   |                 |
|---|-----------------|
| 1. Daily wage rate<br>under the new Salary Schedule; SG: 3, | <u>₱ 693.86</u> |
| 2. Daily wage rate<br>as of December 31, 2023; SG: 3        | <u>667.18</u>   |
| 3. Daily wage adjustment<br>effective January 1, 2024 (1-2) | <u>₱ 26.68</u>  |

It is understood that this salary/wage 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 Aide III  
Salary Grade: 3

cc: RAO, RSPPRO, PLBO, Orlan C. Capin