



NOTICE OF SALARY ADJUSTMENT

February 7, 2022

Ms. Isabelita V. Sedrome
Office of the Head of Records and Archives
VSU, Visca, City of Baybay, Leyte

Dear Ms. **Sedrome**:

Pursuant to National Budget Circular No. 588 dated January 3, 2022 implementing Republic Act No. 11466 dated January 8, 2020, your salary is hereby adjusted effective January 1, 2022 as follows:

1. Adjusted monthly basic salary effective January 1, 2022, under the New Salary Schedule; SG: 2, Step: 3 ₱ 13,509.00 (162,108.00) p.a.
2. Actual monthly basic salary as of December 31, 2021; SG: 2, Step: 3 12,987.00 (155,844.00) p.a.
3. Monthly salary adjustment effective: January 1, 2022 (1-2) ₱ 522.00

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,


EDGARDO E. TULIN
President

Position Title: Guesthouse Caretaker
Salary Grade: 2
Item No. FY 2021 Plantilla of Personnel: GUESTC-4-1998

cc: OHRA, ODHRM, OHRSPPR, OHPLB