



Notice of Salary Adjustment

01-APRIL-2019

Ms. Mary Ann D. Joya

Guesthouse Caretaker

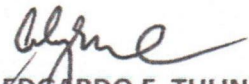
VSU, Baybay, Leyte

Pursuant to National Budget Circular No. 575 dated March 25, 2019, implementing Executive Order (EO) No. 201, s. 2016 as amended by EO No. 76, s. 2019, your salary as Guesthouse Caretaker is hereby adjusted effective January 1, 2019, as follows:

1. Adjusted monthly basic salary effective January 1, 2019, under the new Salary Schedule:
SG 2 Step 4 **P 12,034.00**
(144,408.00) p.a.
2. Actual monthly basic salary as of December 31, 2018
SG 2 Step 4 **P 11,480.00**
(137,760.00) p.a.
3. Monthly salary adjustment effective January 1, 2019 (1-2) **P 554.00**

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 2018 Plantilla of Personnel: GUESTC-1-2002

cc: Records, GSIS, PRPEO, Payroll