



NOTICE OF SALARY ADJUSTMENT

February 5, 2025

MS. MARY-ANN D. JOYA

VSU Manila Office

VSU, Visca, City of Baybay, Leyte

Dear Ms. Joya:

Pursuant to National Budget Circular No. 597 dated January 20, 2025, implementing Executive Order No. 64 dated August 2, 2024, your salary is hereby adjusted effective January 1, 2025, as follows:

- | | |
|---|--------------------|
| 1. Adjusted monthly basic salary effective January 1, 2025,
under the New Salary Schedule; SG: 2, Step: <u>6</u> | <u>₱ 15,484.00</u> |
| 2. Actual monthly basic salary as of December 31, 2024,
SG: 2, Step: <u>6</u> | <u>14,931.00</u> |
| 3. Monthly salary adjustment effective: January 1, 2025 (1-2) | <u>₱ 553.00</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: Guesthouse Caretaker

Salary Grade: 2

Item No. FY 2023 Plantilla of Personnel: GUESTC-1-2002