



**NOTICE OF SALARY ADJUSTMENT**

August 22, 2024

**Ms. Ma. Melissa F. Mendoza**  
Cash Office  
VSU, Visca, City of Baybay, Leyte

Dear Ms. Mendoza:

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. Adjusted monthly basic salary effective January 1, 2024,  
under the New Salary Schedule; SG: 4, Step: 7 ₱ 16,971.00
2. Actual monthly basic salary as of December 31, 2023,  
SG: 4, Step: 7 16,318.00
3. Monthly salary adjustment effective: January 1, 2024 (1-2) ₱ 653.00

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,

  
**PROSE IVY G. YEPES**  
President

*W 9/5/24*

Position Title: Administrative Aide IV  
Salary Grade: 4  
Item No. FY 2023 Plantilla of Personnel: ADA4-116-2004

cc: RAO, RSPPRO, PLBO