



Notice of Salary Adjustment

01-APRIL-2019

**Ms. Susana B. Miñoza**

Administrative Aide IV

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 Administrative Aide IV is hereby adjusted effective March 1, 2019, as follows:

19. Adjusted monthly basic salary effective March 1, 2019, under the new Salary Schedule:

**SG 4 Step 1**

**P 13,214.00**

( 158,568.00) p.a.

20. Actual monthly basic salary as of March 1, 2019

**SG 4 Step 1**

**P 12,674.00**

( 152,088.00)p.a.

21. Monthly salary adjustment effective March 1, 2019 (1-2) **P 540.00**

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: **Administrative Aide IV**

Salary Grade: 4

Item No. FY 2018 Plantilla of Personnel: **ADA4-129-2004**

cc: Records, GSIS, PRPEO, Payroll

**Vision:** A globally competitive university for science, technology and environmental conservation.

**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.