



**NOTICE OF SALARY ADJUSTMENT**

August 20, 2024

**Mr. Ben Daniel N. Gamutan**   
Department of Civil Engineering  
VSU, Visca, City of Baybay, Leyte

Dear Mr. Gamutan:

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 19, 2024, as follows:

- |  |                    |
|--|--------------------|
| 1. Adjusted monthly basic salary effective January 19, 2024, under the New Salary Schedule; SG: <u>12</u> , Step: <u>1</u> | <u>₱ 30,705.00</u> |
| 2. Actual monthly basic salary as of January 19, 2024, SG: <u>12</u> , Step: <u>1</u>                                      | <u>29,165.00</u>   |
| 3. Monthly salary adjustment effective: January 19, 2024 (1-2)   | <u>₱ 1,540.00</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: Instructor I  
Salary Grade: 12  
Item No. FY 2023 Plantilla of Personnel: INST1-22-2013

cc: RAO, RSPPRO, PLBO