



NOTICE OF SALARY ADJUSTMENT

February 5, 2025

MR. CLE MARVEN P. BALAGA

Department of Tourism and Hospitality Management
VSU, Visca, City of Baybay, Leyte

Dear Mr. Balaga:

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: 13, Step: <u>1</u> | <u>₱ 34,421.00</u> |
| 2. Actual monthly basic salary as of December 31, 2024,
SG: 13, Step: <u>1</u> | <u>32,870.00</u> |
| 3. Monthly salary adjustment effective: January 1, 2025 (1-2) | <u>₱ 1,551.00</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 II

Salary Grade: 13

Item No. FY 2023 Plantilla of Personnel: INST2-42-2023