



Notice of Salary Adjustment

01-APRIL-2019

**Mr. Louis P. Prado**  
Administrative Assistant II  
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 Assistant II is hereby adjusted effective January 1, 2019, as follows:

1. Adjusted monthly basic salary effective January 1, 2019, under the new Salary Schedule:  
SG 8 Step 2 **P 16,910.00**  
( 202,920.00 ) p.a.
2. Actual monthly basic salary as of December 31, 2018  
SG 8 Step 2 **P 16,433.00**  
( 197,196.00 ) p.a.
3. Monthly salary adjustment effective January 1, 2019 (1-2) **P 477.00**

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 Assistant II**  
Salary Grade: **8**  
Item No. FY 2018 Plantilla of Personnel: **ADAS2-51-2004**

cc: Records, GSIS, PRPEO, Payroll