



## NOTICE OF SALARY ADJUSTMENT

February 5, 2025

**MS. SHEILA MARIE C. LEMOS**

Office of the Vice President for the Student Affairs and Services  
VSU, Visca, City of Baybay, Leyte

Dear Ms. Lemos:

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 2, 2025, as follows:

- |   |                    |
|---|--------------------|
| 1. Adjusted monthly basic salary effective January 2, 2025,<br>under the New Salary Schedule; SG: 8, Step: <u>1</u> | <u>₱ 21,448.00</u> |
| 2. Actual monthly basic salary as of January 2, 2025,<br>SG: 8, Step: <u>1</u>                                      | <u>20,534.00</u>   |
| 3. Monthly salary adjustment effective: January 2, 2025 (1-2)   | <u>₱ 914.00</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: Administrative Assistant II (Clerk IV)

Salary Grade: 8

Item No. FY 2023 Plantilla of Personnel: VIS CAB- ADAS2-43-2004