



**NOTICE OF SALARY ADJUSTMENT**

August 20, 2024

**Ms. Rosela T. Batistil**

Office of the Vice President for Administration & Finance  
VSU, Visca, City of Baybay, Leyte

Dear Ms. Batistil:

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 June 13, 2024, as follows:

- |  |                    |
|--|--------------------|
| 1. Adjusted monthly basic salary effective June 13, 2024,<br>under the New Salary Schedule; SG: <u>11</u> , Step: <u>1</u> | <u>₱ 28,512.00</u> |
| 2. Actual monthly basic salary as of June 13, 2024,<br>SG: <u>11</u> , Step: <u>1</u>                                      | <u>27,000.00</u>   |
| 3. Monthly salary adjustment effective: June 13, 2024 (1-2)  | <u>₱ 1,512.00</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 V  
Salary Grade: 11  
Item No. FY 2023 Plantilla of Personnel: ADAS5-59-2023

cc: RAO, RSPPRO, PLBO