

**Notice of Position Allocation and Salary Adjustment**

Date: \_\_\_\_\_

Mr./Ms. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

Pursuant to Local Budget Circular No. \_\_\_\_\_ dated \_\_\_\_\_, 2009, implementing Executive Order No. 811 dated June 17, 2009, your position of \_\_\_\_\_, SG-\_\_\_\_\_, Item No. \_\_\_\_\_ in the (Local Government Unit) FY \_\_\_\_\_ Plantilla of Personnel, as of December 31, 2009, has been re-allocated to \_\_\_\_\_, SG-\_\_\_\_\_, per Annex "B" of said Circular. Your salary is hereby adjusted effective January 1, 2010, as follows:

1. Adjusted monthly basic salary effective January 1, 2010, under the new Salary Schedule: SG \_\_\_\_\_, Step \_\_\_\_\_ ₱ \_\_\_\_\_
2. Actual monthly basic salary as of December 31, 2009: SG \_\_\_\_\_, Step \_\_\_\_\_ \_\_\_\_\_
3. Monthly salary adjustment effective January 1, 2010 ₱ \_\_\_\_\_

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,

\_\_\_\_\_  
Local Chief Executive