

Notice of Salary Adjustment

Date: _____

Mr./Ms. _____

Sir/Madam:

Pursuant to National Budget Circular No. _____ dated _____, 2009, implementing Executive Order No. 811 dated June 17, 2009, your salary is hereby adjusted effective July 1, 2009, as follows:

- | | | |
|---|---|-------|
| 1. Adjusted monthly basic salary effective July 1, 2009, under the new Salary Schedule: SG _____, Step <u>8</u> | ₱ | _____ |
| 2. Actual monthly basic salary as of June 30, 2009: SG _____, Step <u>8</u> | | _____ |
| Add: Transition Allowance | | _____ |
| Total: | | _____ |
| 3. Monthly salary adjustment effective July 1, 2009 | | 0.00 |
| 4. Excess Salary Over Step 8 (1-2) | ₱ | _____ |

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.

Position Title: _____

Salary Grade: _____

Item No./Unique Item No., FY 2009 Personal Services Itemization
and/or Plantilla of Personnel: _____

Very truly yours,

Head of Agency