

Notice of Salary Adjustment

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_:

Pursuant to National Budget Circular No. 524 dated June 23, 2010, implementing Executive Order No. 900 dated June 23, 2010, your salary is hereby adjusted effective June 24, 2010, as follows:

1. Adjusted monthly basic salary effective June 24, 2010, under the new Salary Schedule; SG \_\_\_\_\_, Step \_\_\_\_\_ ₱ \_\_\_\_\_
2. Actual monthly basic salary as of June 23, 2010; SG \_\_\_\_\_, Step \_\_\_\_\_ \_\_\_\_\_
3. Monthly salary adjustment effective June 24, 2010 (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.

Very truly yours,

\_\_\_\_\_  
**Head of Agency**

Position Title: \_\_\_\_\_

Salary Grade: \_\_\_\_\_

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

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GSIS