

Plantilla of Personnel and Salary Adjustment
As Required Under Item 8.2 of National Budget Circular No. 524 dated June 23, 2010

Department/Agency: _____

Item No./ Unique Item No. FY _____ Personal Services Itemization and/or Plantilla of Personnel (1)	Position Title (2)	Salary Grade (3)	Salary Step (4)	Actual Monthly Basic Salary as of June 23, 2010 (5)	Adjusted Monthly Basic Salary Effective June 24, 2010 (6)	Monthly Salary Adjustment Effective June 24, 2010; (6) – (5) (7)	Name of Incumbent (8)	Date of Birth (9)	Tax Identification Number (10)	Date of Original Appointment (11)	Date of Last Promotion (12)	Status of Appoint- ment (13)
Total Per Office												

Prepared/Certified Correct by:

Approved by:

**Human Resource Management Officer/
 Administrative Officer**

Head of Agency