

Notice of Salary Adjustment

Date: _____

Mr./Ms. _____

Sir/Madam:

Pursuant to National Budget Circular No. 516 dated June 20, 2008, implementing Executive Order No. 719 dated May 1, 2008, your salary is hereby adjusted effective July 1, 2008, as follows:

1. Adjusted monthly basic salary effective July 1, 2008 under the new Salary Schedule: SG____. Step ____ P _____
2. Monthly basic salary as of June 30, 2008: SG _____, Step _____ _____
3. Salary increase per month effective July 1, 2008 (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 200_ Personal Services Itemization
and/or Plantilla of Personnel: _____

Very truly yours,

Head of Agency

Notice of Salary Adjustment

Date: _____

Mr./Ms. _____

Sir/Madam:

Pursuant to National Budget Circular No. 516 dated June 20, 2008, implementing Executive Order No. 719 dated May 1, 2008, your salary is hereby adjusted effective July 1, 2008, as follows:

- | | | |
|--|------|-------|
| 1. Adjusted monthly basic salary effective July 1, 2008 under the new Salary Schedule: SG _____, Step <u>8</u> | P | _____ |
| 2. Monthly basic salary as of June 30, 2008: SG _____, Step <u>8</u> | | _____ |
| <u>Add:</u> Transition Allowance | | _____ |
| Total: | | _____ |
| 3. Salary increase per month effective July 1, 2008 | 0.00 | ----- |
| 4. Remaining balance of Transition Allowance (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 200_ Personal Services Itemization
and/or Plantilla of Personnel: _____

Very truly yours,

Head of Agency