

Plantilla of Personnel and Salary Adjustment  
 Pursuant to Executive Order No. 719 dated May 1, 2008  
 as Implemented by NBC No. 516 dated June 20, 2008

Agency: \_\_\_\_\_

Item No./ Unique Item No. FY 200_ Personal Services Itemization and Plantilla of Personnel (1)	Position (2)	Actual Monthly Basic Salary as of June 30, 2008					Adjusted Monthly Basic Salary Effective July 1, 2008			Salary Increase Per Month Effective July 1, 2008 [10-7] (11)	Balance of Transition Allowance [7-10] (12)	Adjusted Salary Effective July 1, 2008 [10 + 12] (13)	Name of Incumbent (14)	Status of Appointment (15)
		Salary		Basic Salary/Mo. (5)	Transition Allowance (6)	TOTAL [5 + 6] (7)	Salary		Basic Salary/Mo. (10)					
		Grade (3)	Step (4)				Grade (8)	Step (9)						
		10	Administrative Aide II	2	8	7,244	841	8,085	2					

Prepared/Certified Correct:

Approved:

\_\_\_\_\_  
 Human Resource Management  
 Officer/Administrative Officer

Note: This form also shows how to fill it if the incumbent has Transition Allowance.

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 Head of Agency