

Notice of Salary Adjustment

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

Mr./Ms. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

Pursuant to Local Budget Circular No. \_\_\_\_\_ dated \_\_\_\_\_, 2009, implementing Executive Order No. 811 dated June 17, 2009, your salary is hereby adjusted effective January 1, 2010, as follows:

- 1. Adjusted monthly basic salary effective January 1, 2010, under the new Salary Schedule: SG \_\_\_\_\_, Step 8 ₱ \_\_\_\_\_
- 2. Actual monthly basic salary as of December 31, 2009: SG \_\_\_\_\_, Step 8  
Add: Transition Allowance \_\_\_\_\_  
Total: \_\_\_\_\_
- 3. Monthly salary adjustment effective January 1, 2010 \_\_\_\_\_ 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., FY 2009 Plantilla of Personnel: \_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
Local Chief Executive