

Plantilla of Personnel and Salary Adjustment
 As Required Under Item 11.1, National Budget Circular No. _____ dated _____, 2009

Agency: _____

Item No./ FY 200____, Plantilla of Personnel (1)	Position Title (2)	Actual Monthly Basic Salary as of June 30, 2009					Adjusted Monthly Basic Salary Effective July 1, 2009 per Annex "A"			Monthly Salary Adjustment Effective July 1, 2009 (11) = (10) - (7)	Excess Salary Over Step 8 (12) = (7) - (10)	Adjusted Monthly Salary Effective July 1, 2009 (13) = (10) + (12)	Name of Incumbent (14)	Date of Original Appoint- ment (15)	Date of Last Promotion (16)
		Salary		Basic Salary (5)	Transition Allowance (6)	Total (7) = (5) + (6)	Salary		Basic Salary (10)						
		Grade (3)	Step (4)				Grade (8)	Step (9)							
Total Per Office															

Prepared/Certified Correct by:

Approved:

 Human Resource Management Officer/
 Administrative Officer

 Head of Agency

Note :

If a position is re-allocated, the position and/or salary grade as of June 30, 2009, should be bracketed.

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