

**Notice of Salary Adjustment**

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

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

Sir/Madam:

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

- 1. Adjusted monthly basic salary effective July 1, 2009, under the new Salary Schedule: SG \_\_\_\_\_, Step \_\_\_\_\_ P \_\_\_\_\_
- 2. Actual monthly basic salary as of June 30, 2009: SG \_\_\_\_\_, Step \_\_\_\_\_ P \_\_\_\_\_
- 3. Monthly salary adjustment effective July 1, 2009 (1-2) P \_\_\_\_\_

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 2009 Personal Services Itemization and/or Plantilla of Personnel: \_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
**Head of Agency**