

Notice of Position Allocation and 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 position of _____, SG-_____, Item No./Unique Item No. _____ in the (Name of Agency), FY _____ Personal Services Itemization and/or Plantilla of Personnel, as of June 30, 2009, has been re-allocated to _____, SG-_____, per Annex "B" of said Circular. 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 _____ ₱ _____
3. Actual monthly basic salary as of June 30, 2009: SG _____, Step _____ _____
3. Monthly salary adjustment effective July 1, 2009 ₱ _____

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.

Very truly yours,

Head of Agency