Annex "B"

Notice of Salary Adjustment

Date: _____

_____
_____
_____

_____:

Pursuant to Local Budget Circular No._____ dated June ___, 2010, implementing Executive Order No. 900 dated June 23, 2010, your salary is hereby adjusted effective January 1, 2011, as follows:

1. Adjusted monthly basic salary effective January 1, 2011; SG-___, Step __ ₱ _____

2. Actual monthly basic salary as of December 31, 2010; SG-___, Step __ ₱ _____

3. Monthly salary adjustment effective January 1, 2011 (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.

Very truly yours,

_____
Local Chief Executive

Position Title: _____
Salary Grade: _____
Item No., FY _____ Plantilla of Personnel:_____

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