

Notice of Base Pay Adjustment

Date: _____

_____:

Pursuant to National Budget Circular No. 524 dated June 23, 2010, implementing Executive Order No. 900 dated June 23, 2010, your base pay as _____ (rank) is hereby adjusted effective June 24, 2010, as follows:

- 1. Adjusted monthly base pay effective June 24, 2010 ₱ _____
- 2. Actual monthly base pay as of June 23, 2010 _____
- 3. Monthly base pay adjustment effective June 24, 2010 (1-2) ₱ _____

It is understood that this base pay 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