

Notice of Salary Adjustment

Date: _____

_____:

Pursuant to Local Budget Circular No. ____ dated _____,
implementing Executive Order No. 201 dated February 19, 2016, your salary is hereby
adjusted effective _____, as follows:

1. Adjusted monthly basic salary effective January 1, 2018, under
the new Salary Schedule; SG ____, Step ____ P _____
2. Actual monthly basic salary as of December 31, 2017;
SG ____, Step ____ P _____
3. Monthly salary adjustment effective January 1, 2018 (1-2) P _____

It is understood that this salary adjustment is subject to usual accounting and
auditing rules and regulations, 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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