

### 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 \_\_\_\_\_, under  
the new Salary Schedule; SG \_\_\_\_, Step \_\_\_\_ P \_\_\_\_\_
2. Actual monthly basic salary as of \_\_\_\_\_;  
SG \_\_\_\_, Step \_\_\_\_ P \_\_\_\_\_
3. Monthly salary adjustment effective \_\_\_\_\_ (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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