

Notice of Salary Adjustment

Date: _____

Mr./Ms. _____

Pursuant to item 8.3 of National Budget Circular (NBC) No. _____ dated _____, 2010, implementing item (4)(c) of the Senate and House of Representatives Joint Resolution No. 4, s. 2009, approved on June 17, 2009, your monthly basic salary as adjusted due to Step Increments for Specializing in Teaching Science and/or Mathematics, effective January 1, _____, shall be as follows:

1. Adjusted monthly basic salary effective January 1, _____, inclusive of _____ () Step Increments under the Salary Schedule in NBC No. _____; SG- __, Step __ P _____
2. Less: Actual monthly basic salary as of December 31, _____; SG _____, Step __ P _____
3. Monthly salary adjustment effective January 1, _____ P _____

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,

Agency Head

Position Title: _____
Salary Grade: _____
Item No./Unique Item No., FY _____ Personal Services Itemization
and/or Plantilla of Personnel: _____

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GSIS