

Republika ng Pilipinas  
KAGAWARAN NG EDUKASYON  
Rehiyon XI  
Sangay ng Lungsod ng Dabaw  
Lungsod ng Dabaw  
TIN 000-863-958

\_\_\_\_\_  
Date

NOTICE OF SALARY ADJUSTMENT

\_\_\_\_\_  
\_\_\_\_\_  
Madam:/Sir :

Pursuant to National Budget Circular No. 474, dated June 15, 2001. Implementing R.A.9137 dated June 8, 2001, your salary is hereby adjusted eff. effective \_\_\_\_\_ as follows.

- |  |       |       |
|--|-------|-------|
| 1. Adjusted Basic Salary effective<br>the new Salary Schedule:         | _____ | _____ |
| 2. Basic annual/monthly salary daily/wage as of<br>Sal.Grd. _____ Step | _____ | _____ |
| Add: Transition Allowance  |       |       |
| Total  |       |       |
| 3. Salary increase per month effe effective                            | _____ | _____ |

REMAINING BALANCE OF TRANSITION ALLOWANCE [TA]  
BE DEDUCTED FROM ANY SALARY ADJUSTMENT THAT  
AN EMPLOYEE MAY BE AUTHORIZED IN THE FUTURE.

This salary adjustment is subject to review and post-audit by the Budget and Management Bureaus A, B, C, D, and E or the Regional Office concerned of the Department of Budget and Management and to appropriate re-adjustments and refund if found not in order.

Position Title: \_\_\_\_\_  
Salary Grade: \_\_\_\_\_  
Item No. \_\_\_\_\_

Very truly yours,

Schools Division Superintendent