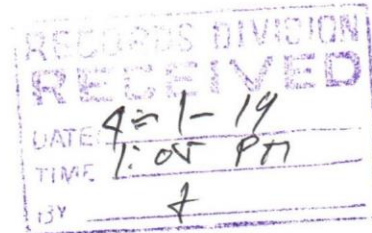




1 April 2019

**MEMORANDUM NO. 174**  
Series of 2019



**T O:** Ms. Epifania Tudtud  
University Registrar IV

**SUBJECT:** Preparation of the Notice of Salary Adjustment (NOSA) of VSU personnel for the Fourth Tranche Compensation Adjustment of the Salary Standardization Law of 2015

This is relative to the issuance of Executive Order No. 76, s. 2019 and DBM-National Budget Circular No. 575 dated March 25, 2019 with subject "Implementation of the Fourth Tranche Compensation Adjustment for Civilian Personnel in the National Government". As the former in-charge on the preparation of Notice of Salary Adjustment (NOSA) in the Personnel Record and Performance Evaluation Office (PREPEO) that is currently understaffed, this office hereby requests your service to prepare the NOSA for the incumbent personnel with effectivity starting January 2019 using the format Annex B-1 or Annex B-2, whichever is applicable. You shall affix your initial in the document that would indicate correctness for my final approval.

For your guidance and compliance.

  
**EDGARDO E. TULIN**  
President

cc: Dr. Remberto A. Patindol  
Dr. Lourdes B. Cano



**VSU's Vision:** A globally competitive university for science, technology, and environmental conservation.  
**VSU's Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

For Regular Positions

**Notice of Salary Adjustment**

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pursuant to National Budget Circular No. \_\_\_\_ dated \_\_\_\_\_, implementing Executive Order (EO) No. 201, s. 2016, as amended by EO No. 76, s. 2019, your salary is hereby adjusted effective January 1, 2019, as follows:

1. Adjusted monthly basic salary effective January 1, 2019, under the new Salary Schedule; SG \_\_\_\_\_, Step \_\_\_\_\_ P \_\_\_\_\_
2. Actual monthly basic salary as of December 31, 2018; SG \_\_\_\_\_, Step \_\_\_\_\_ \_\_\_\_\_
3. Monthly salary adjustment effective January 1, 2019 (1-2) P \_\_\_\_\_

It is understood that 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,

\_\_\_\_\_  
Head of Agency

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

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For Contractual/Casual Personnel

Notice of Salary/Wage Adjustment

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_:

Pursuant to National Budget Circular No. \_\_\_\_\_ dated \_\_\_\_\_, implementing Executive Order No. 201, s. 2016, as amended by EO No. 76, s. 2019, your salary/daily wage is hereby adjusted effective \_\_\_\_\_, as follows:

- 1. Monthly basic salary/daily wage rate under the new Salary Schedule; SG \_\_\_\_\_ ₱ \_\_\_\_\_
- 2. Actual monthly basic salary/daily wage rate as of December 31, 2018; SG \_\_\_\_\_ \_\_\_\_\_
- 3. Monthly salary adjustment/Daily wage adjustment effective \_\_\_\_\_ (1-2) ₱ \_\_\_\_\_

It is understood that this salary/wage 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

Position Title: \_\_\_\_\_  
Salary Grade: \_\_\_\_\_

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*[Signature]* 7