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**NOTICE OF SALARY ADJUSTMENT**

21-January-2021

**Mr. Enrique E. Caorte Jr.**  
Security Office  
VSU, Visca, City of Baybay, Leyte

Dear Mr. **Caorte**:

Pursuant to National Budget Circular No. 584 dated January 6, 2021 implementing Republic Act No. 11466 dated January 8, 2020, your salary is hereby adjusted effective January 1, 2021 as follows:

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|---|-----------------|
| 1. Daily wage rate effective January 1, 2021,<br>under the New Salary Schedule; SG: 3, Step: <u>1</u> | <u>₱ 616.91</u> |
| 2. Actual daily wage rate salary as of December 31, 2020;<br>SG: 3 Step: <u>1</u>                     | <u>591.77</u>   |
| 3. Daily wage adjustment effective: January 1, 2021 (1-2)   | <u>₱ 25.14</u>  |

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,

  
**EDGARDO E. TULIN**  
President

Position Title: Security Guard I  
Salary Grade: 3

cc: OHRA, ODHRM, OHRSPPR, OHPLB