Republic of the Philippines

FR-FAD-HR No. 012

(rev.00 09/04/17)

SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE

STII Building,DOST Complex, Bicutan, Taguig City

**NOTICE OF SALARY ADJUSTMENT**

DATE

**Name**

Science and Technology Information Institute

Bicutan, Taguig, Metro Manila

Sir/Madam:

 Pursuant to Rule VII, Section 3 of the Implementing Rules and Regulations of Republic Act No. 8439 otherwise known as the Magna Carta for Scientists, Researchers and other Science and Technology Personnel in Government, your salary is adjusted effective June 30, 2007 as follows:

 Basic Monthly Salary as of

 Date …………………….. P XXXXX

 SG - \_\_, Step - \_\_\_\_

 Add: One Salary Grade at the same

 Step of Current Salary Grade,

 SG - \_\_\_\_, Step \_\_\_\_ …………………….. P XXXX

 Adjusted Salary as of Date …………………….. P XXXXXX

 This salary adjustment is subject to availability of funds, review and post-audit by the Department of Budget and Management and to appropriate re-adjustment and refund if found not in order.

 Position Title :

 Present Salary Grade :

 Item No. :

 Very truly yours,

 Head of Agency