NOTICE OF SALARY ADJUSTMENT

July 20, 2009

Special Order No. 316
Series of 2009

Pursuant to National Budget Circular No. 521, dated 01 July 2009, implementing Executive Order No. 811, dated 17 June 2009, each of your salaries is hereby adjusted effective 01 July 2009 as follows:

<table>
<thead>
<tr>
<th>Name of Official/Employee</th>
<th>Item No. or Unique Item No.</th>
<th>Position Title, Salary Grade and Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balingit, Arnelio F.</td>
<td>POEAB - SRLEO- 3- 1998</td>
<td>Senior LEO (19 / 4)</td>
</tr>
<tr>
<td>Dizon, Wilma I.</td>
<td>POEAB - SRLEO- 57- 1998</td>
<td>Senior LEO (19 / 4)</td>
</tr>
<tr>
<td>Penus, Angelita A.</td>
<td>POEAB - SRLEO- 44- 1998</td>
<td>Senior LEO (19 / 4)</td>
</tr>
<tr>
<td>Santos, Milagros A.</td>
<td>POEAB - SRLEO- 31- 1998</td>
<td>Senior LEO (19 / 4)</td>
</tr>
<tr>
<td>Toledoanes, Mariquita C.</td>
<td>POEAB - SRLEO- 28- 1998</td>
<td>Senior LEO (19 / 4)</td>
</tr>
</tbody>
</table>

1. Adjusted monthly basic salary effective July 1, 2009 under the New Salary Schedule: SG 19 Step 4 P 25,157.00

2. Monthly basic salary as of June 30, 2009:
   SG 19 Step 4 21,880.00

3. Salary increase per month effective July 1, 2009 P 3,277.00

It is understood that this salary is subject to review and post-audit and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

JENNIFER JARDIN - MANALILI
Administrator

Cc: Acctng Div.
    Budget Div.
    DBM
    201 File

CONTROLLED AND DISSEMINATED
BY CRD ON JUL 24 2009