



VISAYAS
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NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE

September 13, 2016

Engr. Mario Lilio P. Valenzona
General Services Division, VSU
Baybay City, Leyte

Dear Engr. Valenzona:

Pursuant to the Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 1, s. 2012 dated September 3, 2012, implementing item (4) (d) of the Senate and House of Representatives Joint Resolution No. 4, s. 2009, approved on June 17, 2009, your salary as **Engineer III SG- 19** is hereby adjusted effective **September 16, 2016** as follows :

1. Actual monthly basic salary as of September 15, 2016..... Php 36409 (436908)
(SG -19 Step 1)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective September 16, 2016 Php 36,857.00 (442284)
(SG -19 Step 2)

This salary adjustment is subject to review and post-audit, and to appropriate readjustment and refund if found not in order.

Very truly yours,


EDGARDO E. TULIN
President

cc : Records, ODAHRD, PRPEO, Payroll