



VISAYAS
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Notice of Step Increment Due to Length of Service

December 9, 2019

Ms. Michelle A. Borleo *J. Tulin 12/17*
DAE
VSU, Visca, Baybay, Leyte

Dear Ms. Borleo

Pursuant to Joint 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 **Adm. Aide IV** is hereby adjusted effective December 1, 2019 as follows:

1. Actual monthly basic salary as of November 30, 2019 **P 13,214.00** (158,568.00 p.a)
(SG 4, Step 1)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective December 1, 2019 **P 13,316.00** (159,792.00 p.a)
(SG 4, Step 2)

The 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
EDGARDO E. TULIN
President

cc: Records, ODAHRD, PRPEO, Payroll