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Office of the President

NOTICE OF STEP INCREMENT

December 16, 2013

Ms. Pamela H. Urdaneta
NCRC
VSU, Baybay City

Madam :

Pursuant to Joint Civil Service Commission (CSC) and Department of Budget and Management (DBM) Circular No. 1, s. 1990 implementing (Section 13 (c) of R.A. No. 6758, your salary as **Administrative Aide IV SG - 4** is hereby adjusted effective **January 10, 2014** as shown below.

Basic Monthly Salary

As of January 9, 2014 Php 11,405.00 (136,860.00) S3

Salary Adjustment

a) Merit () step/s

b) Length of Service (1) step

Adjusted Basic Monthly Salary

Effective January 10, 2014... Php 11,519.00 (138,228.00) S4

The step increment/s is/are subject to review and post-audit by the Department of Budget and Management and subject to readjustment and refund if found not in order.

Very truly yours,


JOSE L. BACUSMO
President

cc : Records, ODAHRD, PRPEO, Payroll