



VISAYAS
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Notice of Step Increment Due to Length of Service

February 7, 2020

Mr. Calextro O. Aure
ITEEM
VSU, Visca, Baybay, Leyte

Signature 2/19/20

Dear Mr. Aure

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 **Administrative Aide III** is hereby adjusted effective May 17, 2019 as follows:

1. Actual monthly basic salary as of May 16, 2019
(SG 3, Step 5) **P 12,854.00.00**
(154,248.00.00 p.a)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective May 17, 2019
(SG 3, Step 6) **P 12,952.00.00**
(155,424.00.00 p.a)

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,

Signature
EDGARDO E. TULIN
President

cc: Records, ODAHRD, PRPEO, Payroll