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Office of the President

NOTICE OF STEP INCREMENT

October 31, 2014

Mr. Marcho P. Bandalan
GSD, VSU
Baybay City

Sir :

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 III SG - 3** is hereby adjusted effective **November 2, 2014** as shown below.

Basic Monthly Salary

As of November 1, 2014 Php 10,401.00 (124,812.00) S1

Salary Adjustment

a) Merit () step/s

b) Length of Service (1) step

Adjusted Basic Monthly Salary

Effective November 2, 2014 Php 10,505.00 (126,060.00) S2

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