



NOTICE OF STEP INCREMENTS DUE TO MERITORIOUS PERFORMANCE

December 19, 2018

Ms. Elvira B. Gorre *[Signature]*
ITEEM, VSU
Baybay City, Leyte

Dear Ms. Gorre:

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 **Administrative Assistant II SG- 8** is hereby adjusted effective **January 1, 2018** as follows:

1. Actual monthly basic salary as of January 1, 2018..... Php 197,196.00 (16,433.00)
(SG-8 Step 2)
2. Add: Two (2) Step Increment
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2018 Php 200,868.00 (16,739.00)
(SG-8 Step 4)

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

Very truly yours,

[Signature]
EDGARDO E. TULIN
President *[Mark]*

Item No. :ADAS2-40-2004
FY 2018 Personnel Services Itemization and Plantilla of Personnel

cc: Records, ODAHRD, PRPEO, Payroll