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Office of the President

NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE

May 12, 2016

Ms. Mercedes V. Fornes
University Library, VSU
Baybay City, Leyte

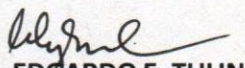
Dear Ms. Fornes:

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 Aide III SG- 3** is hereby adjusted effective **May 10, 2016** as follows :

1. Actual monthly basic salary as of May 9, 2016..... Php 10,985.00 (131,820.00)
(SG -3 Step 2)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective May 10, 2016 ...Php 11,089.00 (133,068.00)
(SG -3 Step 3)

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

Very truly yours,


EDGARDO E. TULIN
President

Note: Election Ban: March 25 – May 9, 2016

cc : Records, ODAHRD, PRPEO, Payroll