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Office of the President

NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE

March 8, 2016

Mr. Roberto I. Oracion
GSD, VSU
Baybay City

Dear Mr. Oracion :

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 VI SG - 6** is hereby adjusted effective **March 1, 2016**, as follows :.

1. Actual monthly basic salary as of February 29, 2016 Php 13,378.00 (160,536.00)
(SG -6 Step 1)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective March 1, 2016Php 13,504.00 (162,048.00)
(SG -6 Step 2)

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 

cc : Records, ODAHRD, PRPEO, Payroll