



**VISAYAS**  
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**NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE**

**July 07, 2016**

**Mr. Celso P. Godoy**

Dept. of Liberal Arts and Behavioural Sciences, VSU  
Baybay City, Leyte

Dear Mr. Godoy:

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 I SG- 1** is hereby adjusted effective **July 1, 2016** as follows :

1. Actual monthly basic salary as of June 30, 2016..... Php 9,478.00 (113,736.00)  
(SG -1 Step 1 )
2. Add: one (1) Step Increment  
Due to Length of Service
3. Adjusted monthly basic salary effective July 1, 2016 .... Php 9,568.00 (114,816.00)  
(SG -1 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