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Office of the President

NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE

September 21, 2015

Ms. Florife A. Gatchalian
IHK, VSU
Baybay City

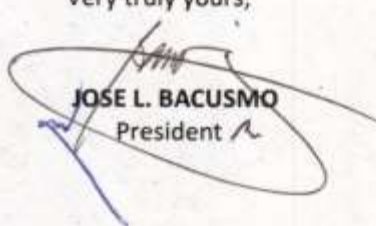
Dear Ms. Gatchalian :

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 **Instructor III SG - 14** is hereby adjusted effective **October 1, 2015**, as follows ::

1. Actual monthly basic salary as of September 30, 2015 Php 23,044.00 (276,528.00)
(SG-14, Step 1)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective October 1, 2015 Php 23,274.00 (279,288.00)
(SG-14, 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,


JOSE L. BACUSMO
President

cc : Records, ODAHRD, PRPEO, Payroll