



VISAYAS
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Notice of Step Increment/s Due to Meritorious Performance

January 3, 2020

Ms. May Ann E. Palen *1/24/20*
DStat
VSU, Visca, Baybay City, Leyte

Dear Ms. Palen:

Pursuant to Joint 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 I is hereby adjusted effective January 1, 2019 as follows:

1. Actual monthly basic salary as of January 1, 2019 P 22,938.00 (275,256.00)
(SG12, Step 1)
2. Add: Two (2) Step Increment/s
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2019 P 23,510.00 (282,120.00)
(SG 12, Step 3)

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

Very truly yours,

Edgardo E. Tulin
EDGARDO E. TULIN
President

**This cancels the NOSI-Merit issued on December 23, 2019*

cc: **Records**, ODAHRD, PRPEO, Payroll