



VISAYAS
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Notice of Step Increment Due to Length of Service

November 4, 2019

Mr. Genaro G. Godoy
MMDC
VSU, Visca, Baybay, 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 VI SG-6** is hereby adjusted effective **October 1, 2019** as follows:

1. Actual monthly basic salary as of September 30, 2019
(SG6, Step7) Php 15,545.00 (186,540.00 p.a.)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective October 1, 2019 Php 15,664.00 (187,968.00 p.a.)
(SG6, Step8)

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
President

cc: Records, ODAHRD, PRPEO, Payroll