



VISAYAS
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Notice of Step Increment/s Due to Meritorious Performance

January 3, 2020

Ms. Marwen A. Castañeda
USSO
VSU, Visca, Baybay City, Leyte

[Handwritten signature] 11/19/19

Dear Ms. Castañeda:

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 Guidance Coordinator III is hereby adjusted effective January 1, 2019 as follows:

1. Actual monthly basic salary as of January 1, 2019 P 34,847.00 ^(418,164.00)
(SG 16, Step 4)
2. Add: Two (2) Step Increment/s
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2019 P 35,716.00 ^(428,592.00)
(SG 16, Step 6)

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,

[Handwritten signature]
EDGARDO E. TULIN
President

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

cc: Records, ODAHRD, PRPEO, Payroll