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Office of the President

NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE

November 26, 2015

Ms. Corazon L. Alvarez
DLABS, VSU
Baybay City

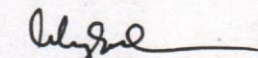
Dear Ms. Alvarez :

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 I SG - 12** is hereby adjusted effective **December 1, 2015**, as follows .:

1. Actual monthly basic salary as of November 30, 2015 Php 19,940.00 (239,280.00)
(SG -12, Step 1)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective December 1, 2015 Php 20,140.00 (241,680.00)
(SG -12, 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

cc : Records, ODAHRD, PRPEO, Payroll