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Office of the President

NOTICE OF STEP INCREMENT

March 4, 2015

Ms. Arlyn A. Guinipaan
DMPS, VSU
Baybay City

Madam :

Pursuant to Joint Civil Service Commission (CSC) and Department of Budget and Management (DBM) Circular No. 1, s. 1990 implementing (Section 13 (c) of R.A. No. 6758, your salary as **Administrative Aide VI SG - 6** is hereby adjusted effective **March 1, 2015** as shown below.

Basic Monthly Salary

As of February 28, 2015 Php 13,312.00 (159,744.00) S4

Salary Adjustment

a) Merit () step/s

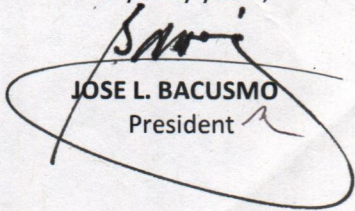
b) Length of Service (1) step

Adjusted Basic Monthly Salary

Effective March 1, 2015 Php 13,445.00 (161,340.00) S5

The step increment/s is/are subject to review and post-audit by the Department of Budget and Management and subject to readjustment and refund if found not in order.

Very truly yours,


JOSE L. BACUSMO
President

cc : Records, ODAHRD, PRPEO, Payroll