



**NOTICE OF STEP INCREMENTS DUE TO MERITORIOUS PERFORMANCE**

**December 19, 2018**

**Prof. Marlon F. Sacedon** - *MS* 1-11-19  
DMP, VSU  
Baybay City, Leyte

Dear Prof. Sacedon:

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 **Assistant Professor III SG- 17** is hereby adjusted effective **January 1, 2018** as follows :

1. Actual monthly basic salary as of January 1, 2018..... Php 417,372.00 (34,781.00)  
(SG -17 Step 1 )
2. Add: Two (2) Step Increment  
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2018 .... Php 427,488.00 (35,624.00)  
(SG -17 Step 3 )

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*  
**EDGARDO E. TULIN**  
President

Item No. :AP3- 8-2016  
FY 2018 Personnel Services Itemization and Plantilla of Personnel

cc : Records, ODAHRD, PRPEO, Payroll