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Office of the President

NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE

May 12, 2016

Mr. Orlando V. Latras
DAS, VSU
Baybay City, Leyte

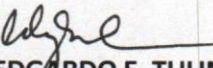
Dear Mr. Latras:

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 I SG- 1** is hereby adjusted effective **February 1, 2016** as follows :

1. Actual monthly basic salary as of January 31, 2016..... Php 9,478.00 (113,736.00)
(SG -1 Step 1)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective February 1, 2016 ...Php 9,568.00 (114,816.00)
(SG -1 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