



VISAYAS
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Office of the President

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NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE

September 13, 2016

Ms. Thelma P. Apas

Cash Division, VSU
Baybay City, Leyte

Dear Ms. Apas:

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 IV SG- 4** is hereby adjusted effective **September 24, 2016** as follows :

1. Actual monthly basic salary as of September 23, 2016..... Php 11767 (141204)
(SG -4 Step 2)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective September 24, 2016 Php 11,878.00 (142536)
(SG -4 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
President

cc : Records, ODAHRD, PRPEO, Payroll