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Office of the President

NOTICE OF STEP INCREMENT

September 1, 2015

Mr. Lolito D. Caña
MMDC, VSU
Baybay City

Sir :

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 IV SG - 4** is hereby adjusted effective **September 1, 2015** as shown below.

Basic Monthly Salary

As of August 31, 2015 Php 11,869.00 (142,428.00) S7

Salary Adjustment

a) Merit () step/s

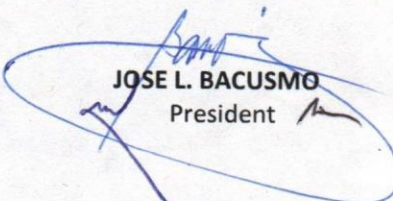
b) Length of Service (1) step

Adjusted Basic Monthly Salary

Effective September 1, 2015Php 11,987.00 (143,844.00) S8

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