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Office of the President

NOTICE OF STEP INCREMENT

December 16, 2013

Dr. Dinah M. Espina
DAS
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 **Assistant Professor I SG -15** is hereby adjusted effective **January 1, 2014** as shown below.

Basic Monthly Salary

As of December 31, 2013 Php 26000.00 (312000.00) S5

Salary Adjustment

a) Merit () step/s

b) Length of Service (1) step

Adjusted Basic Monthly Salary

Effective January 1, 2014... Php 26,286.00 (315,432.00) S6

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