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Office of the President

NOTICE OF STEP INCREMENT

February 17, 2014

Ms. Norma O. Villas
Registrar
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 **Administrative Aide IV SG - 4** is hereby adjusted effective **March 4, 2014** as shown below.

Basic Monthly Salary

As of March 3, 2014

Php 11,635.00 (139,620.00) S5

Salary Adjustment

a) Merit () step/s

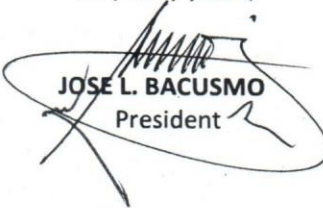
b) Length of Service (1) step

Adjusted Basic Monthly Salary

Effective March 4, 2014 Php 11,751.00 (141,012.00) 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