



NOTICE OF STEP INCREMENT DUE TO MERITORIOUS PERFORMANCE

December 14, 2017

Ms. Ma. Fe L. Gayanilo

ODAHRD, VSU

Baybay City, Leyte

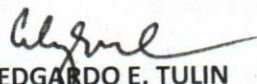
Dear Ms. Gayanilo:

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 III SG- 3** is hereby adjusted effective **January 1, 2017** as follows :

1. Actual monthly basic salary as of January 1, 2017..... Php 11,387.00 (P 136,644.00 p.a.)
(SG -3 Step 1)
2. Add: Two (2) Step Increment
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2017 Php 11,589.00 (P 139,068.00 p.a.)
(SG -3 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

Item No. :ADA3-184-2004

FY 2017 Personnel Services Itemization and Plantilla of Personnel

cc : Records, ODAHRD, PRPEO, Payroll

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Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.