



VISAYAS
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Office of the President

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NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE

August 16, 2016

Mr. Rizal R. Tanaid

Guesthouse, VSU
Baybay City, Leyte

Dear Mr. Tanaid:

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 **Household Attendant I SG- 3** is hereby adjusted effective **August 1, 2016** as follows :

1. Actual monthly basic salary as of July 31, 2016..... Php 10,883.00 (130,596.00)
(SG -3 Step 1)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective August 1, 2016 Php 10,985.00 (131,820.00)
(SG -3 Step 2)

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