



**VISAYAS**  
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**Office of the President**

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**NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE**

**September 13, 2016**

**Mr. Rolando I. Oracion**

College of Agriculture and Food Science, VSU  
Baybay City, Leyte

Dear Mr. Oracion:

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 I SG- 1** is hereby adjusted effective **September 28, 2016** as follows :

1. Actual monthly basic salary as of September 27, 2016..... Php 9660 (115920)  
(SG -1 Step 3 )
2. Add: one (1) Step Increment  
Due to Length of Service
3. Adjusted monthly basic salary effective September 28, 2016 .... Php 9,753.00 (117036)  
(SG -1 Step 4 )

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