



Notice of Step Increment Due to Length of Service

December 9, 2019

Mr. Leo A. Mamolo - *fw 12/13/19*
VLHS
VSU, Visca, Baybay, Leyte

Dear Mr. Mamolo

Pursuant to Joint 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 **Instructor I** is hereby adjusted effective September 7, 2019 as follows:

1. Actual monthly basic salary as of September 6, 2019 **P 22,938.00** (275,256.00 p.a)
(SG 12, Step 1)
2. Add: one (I) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective September 7, 2019 **P 23,222.00** (278,664.00 p.a)
(SG 12, Step 2)

The salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

Edgardo E. Tulin
EDGARDO E. TULIN
President

cc: Records, ODAHRD, PRPEO, Payroll