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Office of the President

NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE

September 21, 2015

Engr. Nilo L. Leorna
TESDA, VSU
Baybay City

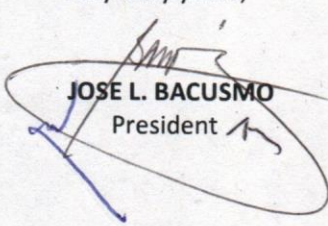
Dear Engr. Leorna :

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 **Engineer II SG - 16** is hereby adjusted effective **October 1, 2015**, as follows .:

1. Actual monthly basic salary as of September 30, 2015 Php 26,878.00 (322,536.00)
(SG-16, Step 1)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective October 1, 2015 Php 27,174.00 (326,088.00)
(SG-16, 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,


JOSE L. BACUSMO
President

cc : Records, ODAHRD, PRPEO, Payroll