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Office of the President

NOTICE OF STEP INCREMENT

October 3, 2014

Dr. Lotis L. Balala
CVM, VSU
Baybay City

Madam :

Pursuant to Joint Civil Service Commission (CSC) and Department of Budget and Management (DBM) Circular No. 1, s. 1990 implementing (Section 13 (c) of R.A. No. 6758, your salary as **Assistant Professor II SG - 16** is hereby adjusted effective **October 28, 2014** as shown below.

Basic Monthly Salary

As of October 27, 2014 Php 26,878.00 (322,536.00) S1

Salary Adjustment

a) Merit () step/s

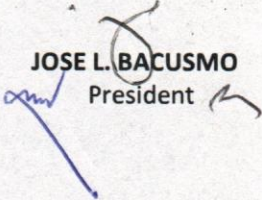
b) Length of Service (1) step

Adjusted Basic Monthly Salary

Effective October 28, 2014 Php 27,174.00 (326,088.00) S2

The step increment/s is/are subject to review and post-audit by the Department of Budget and Management and subject to readjustment and refund if found not in order.

Very truly yours,


JOSE L. BACUSMO
President

cc : **Records**, ODAHRD, PRPEO, Payroll