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**NOTICE OF STEP INCREMENT DUE TO MERITORIOUS PERFORMANCE**

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December 14, 2017

**Dr. Ulysses A. Cagasan**

DA, VSU

Baybay City, Leyte

Dear Dr. Cagasan:

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 **Associate Professor IV SG- 22** is hereby adjusted effective **January 1, 2017** as follows :

1. Actual monthly basic salary as of January 1, 2017.....      Php 52,783.00 (P 633,396.00 p.a.)  
(SG -22 Step 1 )
2. Add: Two (2) Step Increment  
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2017 ....      Php 54,234.00 (P 650,808.00 p.a.)  
(SG -22 Step 3 )

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

Item No. :APRO4-48-2016

FY 2017 Personnel Services Itemization and Plantilla of Personnel

cc : Records, ODAHRD, PRPEO, Payroll