**NOTICE OF STEP INCREMENT**

 Date

**MR./MS.**

DepEd Region IV-CALABARZON

Cainta, Rizal

Dear Mr./Ms. :

Pursuant to joint Civil Service Commission (CSC) and Department of Budget and Management (DBM) Circular No. 1, s. 1990, implementing Section 13 © of R.A. No. 6758, your salary as **(designation) SG -** is hereby adjustedeffective  **(date)** as shown below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Basic Monthly Salary:**  |  |  |
|  |  | P |  |
|  | **Salary Adjustment:** |  |  |
| a.) | Merit | ( |  | step/s) | P |  |
| b.) | Length of Service | ( |  | step/s) | P |  |
|  |  |  |  |

The step increment is subject to review and post-audit by the Department of Budget and Management and subject to readjustment and refund.

Very truly yours,

**ATTY. ALBERTO T. ESCOBARTE, CESO II**

 Regional Director

Cc: Personnel
 File
 Accounting
 RPSU-Payroll