



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

NOTICE OF STEP INCREMENT

(Date)

Name

School / District

Employee Number: _____

Sir/Madam:

Pursuant to Joint Civil Service (CSC) and Department of Budget and Management (DBM) Circular No. 1, s. 1990 implementing Section 13 of R.A. 6758, your salary as (Position) SG ____ is hereby adjusted effective (Date of Effectivity) as shown below:

Basic Monthly Salary	
As of <u>(Date before the Effectivity)</u>	<u>23, 778.00</u>
Salary Adjustment	
Length of Service (__ step/s)	<u>304.00</u>
Adjusted Monthly Salary	<u>24, 082.00</u>

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.

Entitled to:

Very truly yours,

Step ____ effective (Date of Effectivity)

Step ____ effective _____

Step ____ effective _____

Step ____ effective _____

Step ____ effective _____

VICTORIA O. MADRIGAL

Administrative Officer IV

Copy furnished:

The Branch Manager
GSIS, City of Malolos

ZENIA G. MOSTOLES, Ed. D., CESO V
Schools Division Superintendent

