



**Notice of Step Increment Due to Length of Service**

January 31, 2023

**Mr. Mario Lilio P. Valenzona**  
Office of the Director for Physical Plant  
VSU, Visca, Baybay, Leyte

Dear Mr. **Valenzona**:

Pursuant to Joint 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 **Supervising Administrative Officer** is hereby adjusted effective January 1, 2023 as follows:

- |   |  |
|---|--|
| 1. Actual monthly basic salary as of December 31, 2022<br>(SG <u>22</u> , Step <u>2</u> )     | <b>₱ 72,577.00</b><br>(870,924.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                    |  |
| 3. Adjusted monthly basic salary effective January 1, 2023<br>(SG <u>22</u> , Step <u>3</u> ) | <b>₱ 73,661.00</b><br>(883,932.00 p.a) |

The salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

  
**EDGARDO E. TULIN**  
President

Position Title: Supervising Administrative Officer  
Salary Grade: 22  
Item No. FY 2023 Plantilla of Personnel: SADOFF- 1-2005