



Notice of Step Increment Due to Length of Service

August 03, 2021

Ms. Helen Grace F. Oracion

Department of Pure and Applied Chemistry
VSU, Visca, Baybay, Leyte


Dear Ma'am

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 **Instructor I** is hereby adjusted effective August 01, 2021 as follows:

- | | |
|---|----------------------------------|
| 1. Actual monthly basic salary as of July 31, 2021
(SG <u>12</u> , Step <u>1</u>) | ₱ 26,052.00
(312,624.00 p.a.) |
| 2. Add: One (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective August 01, 2021
(SG <u>12</u> , Step <u>2</u>) | ₱ 26,336.00
(316,032.00 p.a.) |

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

Position Title: Instructor I

Salary Grade: 12

Item No. FY 2020 Plantilla of Personnel: INST1- 3-2013

cc: OHRA, ODHRM, OHRSPPR, OHPLB