



## Notice of Step Increment Due to Length of Service

December 21, 2021

**Ms. Mary Grace P. Enaya**

Department of Liberal Arts & Behavioral Sciences  
VSU, Visca, Baybay, Leyte

Dear Ms. **Enaya**:

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 **Instructor I** is hereby adjusted effective December 24, 2021 as follows:

- |   |  |
|---|--|
| 1. Actual monthly basic salary as of December 23, 2021<br>(SG <u>12</u> , Step <u>1</u> )       | <b>₱ 26,052.00</b><br>(312,624.00 p.a) |
| 2. Add: one (I) Step Increment<br>Due to Length of Service                                      |  |
| 3. Adjusted monthly basic salary effective December 24, 2021<br>(SG <u>12</u> , Step <u>2</u> ) | <b>₱ 26,336.00</b><br>(316,032.00 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: Instructor I

Salary Grade: 12

Item No. FY 2020 Plantilla of Personnel: INST1-61-2016

cc: OHRA, ODHRM, OHRSPPR, OHPLB

