



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

November 18, 2021

**Ms. Mary Ann D. Joya**  
VSU Manila Office  
VSU, Visca, Baybay, Leyte

Dear Ms. **Joya**:

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 **Guesthouse Caretaker** is hereby adjusted effective November 3, 2021 as follows:

- |   |  |
|---|--|
| 1. Actual monthly basic salary as of November 2, 2021<br>(SG <u>2</u> , Step <u>4</u> )       | <b>₱ 13,087.00</b><br>(157,044.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                    |  |
| 3. Adjusted monthly basic salary effective November 3, 2021<br>(SG <u>2</u> , Step <u>5</u> ) | <b>₱ 13,187.00</b><br>(158,244.00 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: Guesthouse Caretaker  
Salary Grade: 2  
Item No. FY 2020 Plantilla of Personnel: GUESTC-1-2002