



Notice of Step Increment Due to Length of Service

May 25, 2021

Mr. Crisanto A. Mazo
University Library
VSU, Visca, Baybay, Leyte


Dear Mr. Mazo:

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 **Administrative Assistant I** is hereby adjusted effective May 1, 2021 as follows:

- | | |
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| 1. Actual monthly basic salary as of April 30, 2021
(SG <u>7</u> , Step <u>2</u>) | ₱ 17,311.00
(207,732.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective May 1, 2021
(SG <u>7</u> , Step <u>3</u>) | ₱ 17,444.00
(209,328.00 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: Administrative Assistant I
Salary Grade: 7
Item No. FY 2020 Plantilla of Personnel: ADAS1-40-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB

