



Notice of Step Increment Due to Length of Service

November 18, 2021

Mr. Charlito V. Rabanos

Office of the Head of Motor Pool Services
VSU, Visca, Baybay, Leyte

Dear Mr. **Rabanos**:

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 Aide IV** is hereby adjusted effective November 3, 2021 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of November 2, 2021
(SG <u>4</u> , Step <u>4</u>) | ₱ 14,735.00
(176,820.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective November 3, 2021
(SG <u>4</u> , Step <u>5</u>) | ₱ 14,848.00
(178,176.00 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 Aide IV

Salary Grade: 4

Item No. FY 2020 Plantilla of Personnel: ADA4-121-2004