



Notice of Step Increment Due to Length of Service

April 28, 2022

Mr. Marcho P. Bandalan

Office of the Head of Supply & Property
VSU, Visca, Baybay, Leyte

Dear Mr. **Bandalan**:

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 March 1, 2022 as follows:

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| 1. Actual monthly basic salary as of February 28, 2022
(SG <u>4</u> , Step <u>2</u>) | ₱ 15,109.00
(181,308.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective March 1, 2022
(SG <u>4</u> , Step <u>3</u>) | ₱ 15,224.00
(182,688.00 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: ADA4-137-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB

