



Notice of Step Increment/s Due to Meritorious Performance

June 14, 2022

Ms. Elvira B. Gorre

Institute of Tropical Ecology & Envi. Mgmt.
VSU, Visca, Baybay City, Leyte

Dear Ms. **Gorre**:

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 II** is hereby adjusted effective January 1, 2021 as follows:

1. Actual monthly basic salary as of January 1, 2021 (SG9, Step 7) ₱ 20,597.00 (247,164.00)
2. Add: One (1) Step Increment/s Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2021 (SG 9, Step 8) ₱ 20,769.00 (249,228.00)

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 II
Salary Grade: 9
Item No. FY 2020 Plantilla of Personnel: ADAS2-40-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB

js 6/20/22