



Notice of Step Increment Due to Length of Service

February 16, 2021

Mr. Alex P. Bagarinao
Records Division
VSU, Visca, Baybay, Leyte

Dear Mr. Bagarinao:

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 II** is hereby adjusted effective February 2, 2021 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of February 1, 2021
(SG <u>2</u> , Step <u>2</u>) | P 12,888.00
(154,656.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective February 2, 2021
(SG <u>2</u> , Step <u>3</u>) | P 12,987.00
(155,844.00 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

cc: OHRA, ODHRM, OHRSPPR, OHPLB