



## Notice of Step Increment Due to Length of Service

April 22, 2021

**Ms. Aniceta M. Lumacad**  
VSU, Visca, Baybay, Leyte

Dear Ms. Lumacad:

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 April 17, 2021 as follows:

1. Actual monthly basic salary as of April 16, 2021  
(SG 8, Step 7) **₱ 19,264.00**  
(231,168.00 p.a)
2. Add: one (1) Step Increment  
Due to Length of Service
3. Adjusted monthly basic salary effective April 17, 2021  
(SG 8, Step 8) **₱ 19,438.00**  
(233,256.00 p.a)

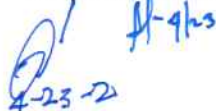
The salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

  
**EDGARDO E. TULIN**  
President

Position Title: Administrative Assistant II  
Salary Grade: 8  
Item No. FY 2020 Plantilla of Personnel: ADAS2-45-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB

  
4-23-21