



## Notice of Step Increment/s Due to Meritorious Performance

June 14, 2022

**Mr. Raymund M. Igcasama**  
Department of Mathematics  
VSU, Visca, Baybay City, Leyte

Dear Mr. **Igcasama**:

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

1. Actual monthly basic salary as of January 1, 2021 (SG12, Step 7) ₱ 27,811.00 (333,732.00)
2. Add: One ( 1 ) Step Increment/s Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2021 (SG 12, Step 8) ₱ 28,117.00 (337,404.00)

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: Instructor I  
Salary Grade: 12  
Item No. FY 2020 Plantilla of Personnel: INST1-11-2013

cc: OHRA, ODHRM, OHRSPPR, OHPLB

*js 6/20/22*