



## Notice of Step Increment Due to Length of Service

August 15, 2022

**Ms. Gracielle Dawn L. Gamotin**  
Department of Business and Management  
VSU, Visca, Baybay, Leyte

Dear Ms. **Gamotin**:

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 August 1, 2022 as follows:

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|--|--|
| 1. Actual monthly basic salary as of July 31, 2022<br>(SG <u>12</u> , Step <u>1</u> )        | <b>₱ 27,608.00</b><br>(331,296.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                   |  |
| 3. Adjusted monthly basic salary effective August 1, 2022<br>(SG <u>12</u> , Step <u>2</u> ) | <b>₱ 27,892.00</b><br>(334,704.00 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: Instructor I  
Salary Grade: 12  
Item No. FY 2020 Plantilla of Personnel: INST1-53-2016

cc: OHRA, ODHRM, OHRSPPR, OHPLB

