



## Notice of Step Increment Due to Length of Service

May 25, 2021

**Engr. Julious B. Cerna**  
DFST  
VSU, Visca, Baybay, Leyte


Dear Engr. Cerna:

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 May 16, 2021 as follows:

1. Actual monthly basic salary as of May 15, 2021  
(SG 12, Step 2) **P 26,336.00**  
(316,032.00 p.a)
2. Add: one (1) Step Increment  
Due to Length of Service
3. Adjusted monthly basic salary effective May 16, 2021 **P 26,624.00**  
(SG 12, Step 3) (319,488.00 p.a)

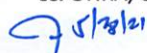
The salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

  
**EDGARDO E. TULIN**  
President *ET*

Position Title: Instructor I  
Salary Grade: 12  
Item No. FY 2020 Plantilla of Personnel: INST1-49-2012

cc: OHRA, ODHRM, OHRSPPR, OHPLB

 5/28/21