



**Notice of Step Increment Due to Length of Service**

November 18, 2021

**Ms. Leilani M. Valdevieso**

Department of Food Science and Technology  
VSU, Visca, Baybay, Leyte

Dear Ms. **Valdevieso**:

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 I** is hereby adjusted effective November 26, 2021 as follows:

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|--|--|
| 1. Actual monthly basic salary as of November 25, 2021<br>(SG <u>1</u> , Step <u>2</u> )       | <b>₱ 12,134.00</b><br>(145,608.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                     |  |
| 3. Adjusted monthly basic salary effective November 26, 2021<br>(SG <u>1</u> , Step <u>3</u> ) | <b>₱ 12,236.00</b><br>(146,832.00 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 Aide I

Salary Grade: 1

Item No. FY 2020 Plantilla of Personnel: ADA1-182-2004