



Notice of Step Increment Due to Length of Service

June 23, 2022

Ms. Mary Cris F. Pleños
National Abaca Research Center
VSU, Visca, Baybay, Leyte

Dear Ms. Pleños:

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 June 17, 2022 as follows:

1. Actual monthly basic salary as of June 16, 2022
(SG 12, Step 1) **₱ 27,608.00**
(331,296.00 p.a.)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective June 17, 2022
(SG 12, Step 2) **₱ 27,892.00**
(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: INST1-13-2016

cc: OHRA, ODHRM, OHRSPPR, OHPLB

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7/7/22