



Notice of Step Increment Due to Length of Service

November 2, 2022

Mrs. Honey Sofia V. Colis
Office of the Director for Human Resource Management
VSU, Visca, Baybay, Leyte

Dear Mrs. Colis:

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 Officer V** is hereby adjusted effective October 24, 2022 as follows:

1. Actual monthly basic salary as of October 23, 2022
(SG 18, Step 3) **₱ 46,216.00**
(554,592.00 p.a)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective October 24, 2022 **₱ 46,731.00**
(560,772.00 p.a)
(SG 18, Step 4)

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 Officer V
Salary Grade: 18
Item No. FY 2020 Plantilla of Personnel: ADOF5-13-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB