



Notice of Step Increment Due to Length of Service

May 25, 2021

Ms. Sheena Eunice B. Tabudlong
IHK
VSU, Visca, Baybay, Leyte


Dear Ms. Tabudlong:

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 September 17, 2020 as follows:

1. Actual monthly basic salary as of September 16, 2020
(SG 12, Step 2) **P 24,779.00**
(297,348.00 p.a)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective September 17, 2020
(SG 12, Step 3) **P 25,067.00**
(300,804.00 p.a)

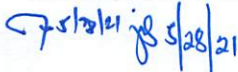
The salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,


EDGARDO E. TULIN
President

Position Title: Instructor I
Salary Grade: 12
Item No. FY 2020 Plantilla of Personnel: INST1-55-2012

cc: OHRA, ODHRM, OHRSPPR, OHPLB

 5/28/21