



Notice of Step Increment Due to Length of Service

May 30, 2022

Ms. Mildred M. Siarez
VSU Integrated High School
VSU, Visca, Baybay, Leyte

Dear Ms. **Siarez**:

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 5/2/2022 as follows:

1. Actual monthly basic salary as of May 1, 2022
(SG 12, Step 2)

₱ 27,892.00
(334,704.00 p.a)

2. Add: one (I) Step Increment
Due to Length of Service

3. Adjusted monthly basic salary effective 5/2/2022
(SG 12, Step 3)

₱ 28,180.00
(338,160.00 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: INST1-33-2012

cc: OHRA, ODHRM, OHRSPPR, OHPLB

