



Notice of Step Increment Due to Length of Service

April 22, 2021

Ms. Raquel H. Dohiling
VSU, Visca, Baybay, Leyte

Dear Ms. Dohiling:

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 I** is hereby adjusted effective April 10, 2021 as follows:

1. Actual monthly basic salary as of April 9, 2021
(SG 10, Step 3) **₱ 21,561.00**
(258,732.00 p.a)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective April 10, 2021
(SG 10, Step 4) **₱ 21,741.00**
(260,892.00 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 Officer I
Salary Grade: 10
Item No. FY 2020 Plantilla of Personnel: ADOF1-30-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB

 4-23-21
4/23