

## OFFICE OF THE PRESIDENT

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## 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)

- Add: one (I) Step Increment Due to Length of Service
- Adjusted monthly basic salary effective April 10, 2021 (SG 10, Step 4)

**P 21,741.00** (260,892.00 p.a)

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

Very truly yours,

EDGARDO E. TULIN

President IN

Position Title: Administrative Officer I

Salary Grade: 10

Item No. FY 2020 Plantilla of Personnel: ADOF1-30-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.