



Notice of Step Increment Due to Length of Service

January 31, 2023

Prof. Magnolia C. Lao
Dept of Tourism & Hotel Mgt
VSU, Visca, Baybay, Leyte

Dear Prof. **Lao**:

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 **Assistant Professor II** is hereby adjusted effective January 21, 2023 as follows:

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| 1. Actual monthly basic salary as of January 20, 2023
(SG <u>16</u> , Step <u>1</u>) | ₱ 39,672.00
(476,064.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective January 21, 2023
(SG <u>16</u> , Step <u>2</u>) | ₱ 40,088.00
(481,056.00 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: Assistant Professor II
Salary Grade: 16
Item No. FY 2023 Plantilla of Personnel: AP2-19-2019