



Notice of Step Increment/s Due to Meritorious Performance

June 14, 2022

Ms. Raquel H Dohiling

Office of the Vice President for Admin. & Finance
VSU, Visca, Baybay City, 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 January 1, 2021 as follows:

1. Actual monthly basic salary as of January 1, 2021 (SG10, Step 3) ₱ 21,561.00 (258,732.00)
2. Add: Two (2) Step Increment/s Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2021 (SG 10, Step 5) ₱ 21,923.00 (263,076.00)

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

js 6/20/22