



Notice of Step Increment Due to Length of Service

May 30, 2022

Ms. Joserose B. Capricho
Department of Soil Science
VSU, Visca, Baybay, Leyte

Dear Ms. **Capricho**:

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 Aide IV** is hereby adjusted effective 5/16/2022 as follows:

1. Actual monthly basic salary as of May 15, 2022
(SG 4, Step 3)

₱ 15,224.00
(182,688.00 p.a)

2. Add: one (1) Step Increment
Due to Length of Service

3. Adjusted monthly basic salary effective 5/16/2022
(SG 4, Step 4)

₱ 15,341.00
(184,092.00 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 Aide IV
Salary Grade: 4
Item No. FY 2020 Plantilla of Personnel: ADA4-132-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB

 6/2/22