



Notice of Step Increment Due to Length of Service

July 27, 2022

Mr. Charlie Mark F. Cutamora
Office of the Head of Motor Pool Services
VSU, Visca, Baybay, Leyte

Dear Mr. Cutamora:

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 III** is hereby adjusted effective July 22, 2022 as follows:

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| 1. Actual monthly basic salary as of July 21, 2022
(SG <u>3</u> , Step <u>3</u>) | ₱ 14,343.00
(172,116.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective July 22, 2022
(SG <u>3</u> , Step <u>4</u>) | ₱ 14,454.00
(173,448.00 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 III
Salary Grade: 3
Item No. FY 2020 Plantilla of Personnel: ADA3-211-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB