



Notice of Step Increment Due to Length of Service

July 27, 2022

Mr. Jerry B. Posas

Office of the Vice President for Research, Extension and Innovation
VSU, Visca, Baybay, Leyte

Dear Mr. Posas:

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 1, 2022 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of June 30, 2022
(SG <u>3</u> , Step <u>5</u>) | ₱ 14,565.00
(174,780.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective July 1, 2022
(SG <u>3</u> , Step <u>6</u>) | ₱ 14,676.00
(176,112.00 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: ADA3-201-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB