



Notice of Step Increment Due to Length of Service

May 25, 2021

Ms. Mary Ann G. Cobico
ODS
VSU, Visca, Baybay, Leyte

Dear Ms. Cobico:

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 **Guidance Counselor III** is hereby adjusted effective May 15, 2021 as follows:

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| 1. Actual monthly basic salary as of May 14, 2021
(SG <u>13</u> , Step <u>2</u>) | ₱ 28,589.00
(343,068.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective May 15, 2021
(SG <u>13</u> , Step <u>3</u>) | ₱ 28,905.00
(346,860.00 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: Guidance Counselor III
Salary Grade: 13
Item No. FY 2020 Plantilla of Personnel: GUIDC3-2-2000

cc: OHRA, ODHRM, OHRSPPR, OHPLB

 5/28/21