



Notice of Step Increment Due to Length of Service

April 22, 2021

Ms. Myrna S. Pancito
VSU, Visca, Baybay, Leyte

Dear Ms. Pancito:

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 V** is hereby adjusted effective April 2, 2021 as follows:

1. Actual monthly basic salary as of April 1, 2021
(SG 18, Step 1) **₱ 43,681.00**
(524,172.00 p.a)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective April 2, 2021
(SG 18, Step 2) **₱ 44,184.00**
(530,208.00 p.a)

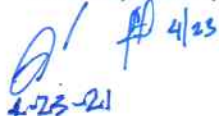
The salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,


EDGARDO E. TULIN
President

Position Title: Administrative Officer V
Salary Grade: 18
Item No. FY 2020 Plantilla of Personnel: ADOF5-16-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB


4-23-21