



Notice of Step Increment Due to Length of Service

May 30, 2022

Ms. Mercedes V. Fornes
Office of the Chief Librarian
VSU, Visca, Baybay, Leyte

Dear Ms. **Fornes**:

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 5/10/2022 as follows:

1. Actual monthly basic salary as of May 9, 2022
(SG 3, Step 4)

₱ 14,454.00
(173,448.00 p.a)

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

3. Adjusted monthly basic salary effective 5/10/2022
(SG 3, Step 5)

₱ 14,565.00
(174,780.00 p.a)

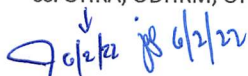
The salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,


EDGARDO E. TULIN
President

Position Title: Administrative Aide III
Salary Grade: 3
Item No. FY 2020 Plantilla of Personnel: ADA3-193-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB

 6/2/22