



Notice of Step Increment Due to Length of Service

January 31, 2023

Ms. Kleer Jeann G. Longatang
Institute of Tropical Ecology & Envi Mgt
VSU, Visca, Baybay, Leyte

Dear Ms. **Longatang**:

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 **Instructor I** is hereby adjusted effective January 23, 2023 as follows:

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| 1. Actual monthly basic salary as of January 22, 2023
(SG <u>12</u> , Step <u>1</u>) | ₱ 29,165.00
(349,980.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective January 23, 2023
(SG <u>12</u> , Step <u>2</u>) | ₱ 29,449.00
(353,388.00 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: Instructor I
Salary Grade: 12
Item No. FY 2023 Plantilla of Personnel: INST1-38-2012