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**Notice of Step Increment Due to Length of Service**

November 15, 2021

**Atty Rysan C. Guinocor**

Office of the Director for Administrative Services  
VSU, Visca, Baybay, Leyte

Dear Atty **Guinocor**:

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 **Attorney IV** is hereby adjusted effective October 1, 2021 as follows:

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|---|--|
| 1. Actual monthly basic salary as of September 30, 2021<br>(SG <u>23</u> , Step <u>5</u> )    | <b>₱ 81,899.00</b><br>(982,788.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                    |  |
| 3. Adjusted monthly basic salary effective October 1, 2021<br>(SG <u>23</u> , Step <u>6</u> ) | <b>₱ 83,235.00</b><br>(998,820.00 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: Attorney IV

Salary Grade: 23

Item No. FY 2020 Plantilla of Personnel: ATY4-8-2010