



## Notice of Step Increment/s Due to Meritorious Performance

June 14, 2022

**Ms. Mariane B. Ubay**

Department of Development Communication  
VSU, Visca, Baybay City, Leyte

Dear Ms. **Ubay**:

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 **Media Production Specialist II** is hereby adjusted effective January 1, 2021 as follows:

1. Actual monthly basic salary as of January 1, 2021  
(SG15, Step 1) ₱ 33,575.00 (402,900.00)
2. Add: Two ( 2 ) Step Increment/s  
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2021 ₱ 34,336.00 (412,032.00)  
(SG 15, Step 3)

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: Media Production Specialist II  
Salary Grade: 15  
Item No. FY 2020 Plantilla of Personnel: MPXS2-1-1998

cc: OHRA, ODHRM, OHRSPPR, OHPLB

*8 6/20/22*