



## Notice of Step Increment Due to Length of Service

July 27, 2022

**Ms. April Rose P. Villaber**  
Department of Liberal Arts & Behavioral Sciences  
VSU, Visca, Baybay, Leyte

Dear Ms. Villaber:

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 June 16, 2022 as follows:

- |                                                                                             |                                        |
|---------------------------------------------------------------------------------------------|----------------------------------------|
| 1. Actual monthly basic salary as of June 15, 2022<br>(SG <u>12</u> , Step <u>5</u> )       | <b>₱ 28,766.00</b><br>(345,192.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                  |                                        |
| 3. Adjusted monthly basic salary effective June 16, 2022<br>(SG <u>12</u> , Step <u>6</u> ) | <b>₱ 29,065.00</b><br>(348,780.00 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: Instructor I  
Salary Grade: 12  
Item No. FY 2020 Plantilla of Personnel: INST1-21-2016

cc: OHRA, ODHRM, OHRSPPR, OHPLB