



Notice of Step Increment/s Due to Meritorious Performance

June 14, 2022

Ms. Ma. Fe L. Gayanilo

Office of the Head of Learning & Development and Human Resource Accreditation
VSU, Visca, Baybay City, Leyte

Dear Ms. **Gayanilo**:

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

1. Actual monthly basic salary as of January 1, 2021 (SG4, Step 2) ₱ 14,511.00 ^(174,132.00)
- 2 Add: Two (2) Step Increment/s Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2021 (SG 4, Step 4) ₱ 14,735.00 ^(176,820.00)

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 IV

Salary Grade: 4

Item No. FY 2020 Plantilla of Personnel: ADA4-125-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB

js 6/20/22