



Notice of Step Increment Due to Length of Service

January 31, 2023

Mr. Dhenber C. Lusanta
Ecological Farm Resource & Management Institute
VSU, Visca, Baybay, Leyte

Dear Mr. **Lusanta**:

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 III** is hereby adjusted effective January 2, 2023 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of January 1, 2023
(SG <u>14</u> , Step <u>1</u>) | ₱ 33,843.00
(406,116.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective January 2, 2023
(SG <u>14</u> , Step <u>2</u>) | ₱ 34,187.00
(410,244.00 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 III
Salary Grade: 14
Item No. FY 2023 Plantilla of Personnel: INST3-14-2016