



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

August 15, 2022

**Mr. Jaime A. Caballero**  
Office of the Head of Motor Pool Services  
VSU, Visca, Baybay, Leyte

Dear Mr. **Caballero**:

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 III** is hereby adjusted effective August 1, 2022 as follows:

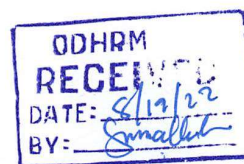
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|---|--|
| 1. Actual monthly basic salary as of July 31, 2022<br>(SG <u>3</u> , Step <u>2</u> )        | <b>₱ 14,234.00</b><br>(170,808.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                  |  |
| 3. Adjusted monthly basic salary effective August 1, 2022<br>(SG <u>3</u> , Step <u>3</u> ) | <b>₱ 14,343.00</b><br>(172,116.00 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: Administrative Aide III  
Salary Grade: 3  
Item No. FY 2020 Plantilla of Personnel: ADA3-182-2004



cc: OHRA, ODHRM, OHRSPPR, OHPLB