



Notice of Step Increment Due to Length of Service

July 27, 2022

Ms. Luvilla G. Alcober

Office of the Head of Recruitment Selection Placement and Personnel Records
VSU, Visca, Baybay, Leyte

Dear Ms. **Alcober**:

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 Officer II** is hereby adjusted effective July 1, 2022 as follows:

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| 1. Actual monthly basic salary as of June 30, 2022
(SG <u>11</u> , Step <u>1</u>) | ₱ 25,439.00
(305,268.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective July 1, 2022
(SG <u>11</u> , Step <u>2</u>) | ₱ 25,723.00
(308,676.00 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 Officer II

Salary Grade: 11

Item No. FY 2020 Plantilla of Personnel: ADOF2-30-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB