



Notice of Step Increment Due to Length of Service

May 25, 2021

Ms. Paula Nadrea F. Paquibulan
DLABS
VSU, Visca, Baybay, Leyte

Dear Ms. Paquibulan:

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 July 3, 2020 as follows:

- | | |
|--|--|
| 1. Actual monthly basic salary as of July 2, 2020
(SG <u>12</u> , Step <u>2</u>) | ₱ 24,779.00
(297,348.00 p.a) |
| 2. Add: one (I) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective July 3, 2020
(SG <u>12</u> , Step <u>3</u>) | ₱ 25,067.00
(300,804.00 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 *ET*

Position Title: Instructor I
Salary Grade: 12
Item No. FY 2020 Plantilla of Personnel: INST1-31-2012

cc: OHRA, ODHRM, OHRSPPR, OHPLB

→ shirley 5/28/21