



Notice of Step Increment Due to Length of Service

August 15, 2022

Ms. Isabelita V. Sedrome
Office of the Head of Records and Archives
VSU, Visca, Baybay, Leyte

Dear Ms. **Sedrome**:

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

- | | |
|---|--|
| 1. Actual monthly basic salary as of July 31, 2022
(SG 2, Step 3) | ₱ 13,509.00
(162,108.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective August 1, 2022
(SG 2, Step 4) | ₱ 13,613.00
(163,356.00 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: Guesthouse Caretaker
Salary Grade: 2
Item No. FY 2020 Plantilla of Personnel: GUESTC-4-1998

cc: OHRA, ODHRM, OHRSPPR, OHPLB

