



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

August 15, 2022

**Mr. Paulo G. Batidor**  
Department of Statistics  
VSU, Visca, Baybay, Leyte


Dear Mr. **Batidor**:

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 17, 2022 as follows:

- |                                                                                             |                                        |
|---------------------------------------------------------------------------------------------|----------------------------------------|
| 1. Actual monthly basic salary as of July 16, 2022<br>(SG <u>12</u> , Step <u>1</u> )       | <b>₱ 27,608.00</b><br>(331,296.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                  |                                        |
| 3. Adjusted monthly basic salary effective July 17, 2022<br>(SG <u>12</u> , Step <u>2</u> ) | <b>₱ 27,892.00</b><br>(334,704.00 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 I  
Salary Grade: 12  
Item No. FY 2020 Plantilla of Personnel: INST1-72-2016

cc: OHRA, ODHRM, OHRSPPR, OHPLB

