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

August 3, 2021

**Dr. Leslie Anne L. Liwanag**

Department of Liberal Arts & Behavioral Sciences

VSU, Visca, Baybay, Leyte

Dear Dr. **Liwanag**:

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 **Assistant Professor I** is hereby adjusted effective August 9, 2021 as follows:

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| 1. Actual monthly basic salary as of August 8, 2021<br>(SG <u>15</u> , Step <u>3</u> )       | <b>₱ 34,336.00</b><br>(412,032.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                   |  |
| 3. Adjusted monthly basic salary effective August 9, 2021<br>(SG <u>15</u> , Step <u>4</u> ) | <b>₱ 34,724.00</b><br>(416,688.00 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: Assistant Professor I

Salary Grade: 15

Item No. FY 2020 Plantilla of Personnel: AP1-12-2011

cc: OHRA, ODHRM, OHRSPPR, OHPLB