



Notice of Step Increment Due to Length of Service

December 21, 2021

Dr. Daniel Leslie S. Tan

Office of the Vice President for Admin. & Finance
VSU, Visca, Baybay, Leyte

Dear Dr. **Tan**:

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 **University Professor** is hereby adjusted effective December 16, 2021 as follows:

- | | |
|---|---|
| 1. Actual monthly basic salary as of December 15, 2021
(SG <u>30</u> , Step <u>1</u>) | ₱ 182,191.00
(2,186,292.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective December 16, 2021
(SG <u>30</u> , Step <u>2</u>) | ₱ 185,165.00
(2,221,980.00 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: University Professor

Salary Grade: 30

Item No. FY 2020 Plantilla of Personnel: UNIPROF-3-2005

cc: OHRA, ODHRM, OHRSPPR, OHPLB

