



Notice of Step Increment Due to Length of Service

April 28, 2022

Mr. Nicolas Nelson R. Valenzona
Office of the Director for Physical Plant
VSU, Visca, Baybay, Leyte

Dear Mr. Valenzona:

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 **Administrative Aide V** is hereby adjusted effective March 1, 2022 as follows:

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| 1. Actual monthly basic salary as of February 28, 2022
(SG <u>5</u> , Step <u>1</u>) | ₱ 15,909.00
(190,908.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective March 1, 2022
(SG <u>5</u> , Step <u>2</u>) | ₱ 16,032.00
(192,384.00 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: Administrative Aide V
Salary Grade: 5
Item No. FY 2020 Plantilla of Personnel: ADA5- 63-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB

