



Notice of Step Increment Due to Length of Service

September 10, 2021

Ms. Jovelyn H. Mabuan

VSU College Library

VSU, Visca, Baybay, Leyte

Dear Ma'am

Pursuant to the 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 **College Librarian II** is hereby adjusted effective September 23, 2021 as follows:

- | | |
|--|----------------------------------|
| 1. Actual monthly basic salary as of September 22, 2021
(SG <u>15</u> , Step <u>2</u>) | ₱ 33,953.00
(407,436.00 p.a.) |
| 2. Add: One (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective September 23, 2021
(SG <u>15</u> , Step <u>3</u>) | ₱ 34,336.00
(412,032.00 p.a.) |

This salary adjustment is subject to review and post-audit, and to appropriate readjustment and refund if found not in order.

Very truly yours,


EDGARDO E. TULIN
President

Position Title: College Librarian II

Salary Grade: 15

Item No. FY 2020 Plantilla of Personnel: CL2- 3-1998

cc: OHRA, ODHRM, OHRSPPR, OHPLB