



Notice of Step Increment Due to Length of Service

November 15, 2021

Ms. Louella C. Ampac

Office of the Director for Financial Management
VSU, Visca, Baybay, Leyte

Dear Ms. Ampac:

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 **Chief Administrative Officer** is hereby adjusted effective October 5, 2021 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of October 4, 2021
(SG <u>24</u> , Step <u>3</u>) | ₱ 89,597.00
(1,075,164.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective October 5, 2021
(SG <u>24</u> , Step <u>4</u>) | ₱ 91,059.00
(1,092,708.00 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: Chief Administrative Officer

Salary Grade: 24

Item No. FY 2020 Plantilla of Personnel: CADOF-4-2004