



Notice of Step Increment Due to Length of Service

January 31, 2023

Mr. Roland Q. Tan
Dept of Plant Breeding & Genetics
VSU, Visca, Baybay, Leyte

Dear Mr. 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 **Farm Worker II** is hereby adjusted effective January 16, 2023 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of January 15, 2023
(SG <u>4</u> , Step <u>1</u>) | ₱ 15,586.00
(187,032.00 p.a) |
| 2. Add: one (I) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective January 16, 2023
(SG <u>4</u> , Step <u>2</u>) | ₱ 15,706.00
(188,472.00 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: Farm Worker II
Salary Grade: 4
Item No. FY 2023 Plantilla of Personnel: FAWK2- 6-1998