



Notice of Step Increment Due to Length of Service

December 10, 2022

Ms. Queen-ever Y. Atupan
Office of the Cashier
VSU, Visca, Baybay, Leyte

Dear Ms. **Atupan**:

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 **Supervising Administrative Officer** is hereby adjusted effective November 11, 2022 as follows:

- | | |
|---|---|
| 1. Actual monthly basic salary as of November 10, 2022
(SG <u>22</u> , Step <u>1</u>) | ₱ 69,963.00
(839,556.00 p.a.) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective November 11, 2022
(SG <u>22</u> , Step <u>2</u>) | ₱ 71,029.00
(852,348.00 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: Supervising Administrative Officer
Salary Grade: 22
Item No. FY 2020 Plantilla of Personnel: SADOF-10-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB