




Notice of Step Increment Due to Length of Service

March 15, 2022

Ms. Elvira B. Gorre 
Institute of Tropical Ecology & Envi. Mgmt.
VSU, Visca, Baybay, Leyte

Dear Ms. **Gorre**:

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 Assistant II** is hereby adjusted effective February 1, 2022 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of January 31, 2022
(SG <u>9</u> , Step <u>7</u>) | P 21,447.00
(257,364.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective February 1, 2022
(SG <u>9</u> , Step <u>8</u>) | P 21,626.00
(259,512.00 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 Assistant II
Salary Grade: 9
Item No. FY 2020 Plantilla of Personnel: ADAS2-40-2004