



Notice of Step Increment Due to Length of Service

July 27, 2022

Ms. April Rose P. Villaber *8-11-22*
Department of Liberal Arts & Behavioral Sciences
VSU, Visca, Baybay, Leyte

Dear Ms. Villaber:

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 **Instructor I** is hereby adjusted effective June 16, 2022 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of June 15, 2022
(SG <u>12</u> , Step <u>5</u>) | ₱ 28,766.00
(345,192.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective June 16, 2022
(SG <u>12</u> , Step <u>6</u>) | ₱ 29,065.00
(348,780.00 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
EDGARDO E. TULIN
President

Position Title: Instructor I
Salary Grade: 12
Item No. FY 2020 Plantilla of Personnel: INST1-21-2016