



**Notice of Step Increment Due to Length of Service**

May 25, 2021

**Ms. Sheena Eunice B. Tabudlong**  
IHK  
VSU, Visca, Baybay, Leyte

*Sheena 6-7-21*

Dear Ms. Tabudlong:

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 September 17, 2020 as follows:

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|--|--|
| 1. Actual monthly basic salary as of September 16, 2020<br>(SG <u>12</u> , Step <u>2</u> )       | <b>₱ 24,779.00</b><br>(297,348.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                       |  |
| 3. Adjusted monthly basic salary effective September 17, 2020<br>(SG <u>12</u> , Step <u>3</u> ) | <b>₱ 25,067.00</b><br>(300,804.00 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: INST1-55-2012

cc: OHRA, ODHRM, OHRSPPR, OHPLB