



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

February 16, 2021

**Prof. Winston M. Tabada**  
DCST  
VSU, Visca, Baybay, Leyte

Dear Prof. Tabada:

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 **Professor III** is hereby adjusted effective January 1, 2021 as follows:

- |                                                                                               |                                           |
|-----------------------------------------------------------------------------------------------|-------------------------------------------|
| 1. Actual monthly basic salary as of January 1, 2021<br>(SG <u>26</u> , Step <u>2</u> )       | <b>P 113,565.00</b><br>(1,362,780.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                    |                                           |
| 3. Adjusted monthly basic salary effective January 1, 2021<br>(SG <u>26</u> , Step <u>3</u> ) | <b>P 115,419.00</b><br>(1,385,028.00 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

cc: OHRA, ODHRM, OHRSPPR, OHPLB