



Notice of Step Increment Due to Length of Service

September 4, 2023

Mr. Zandro G. Israel

Department of Philosophy and Social Science, PPO
VSU, Visca, Baybay, Leyte


Dear Mr. Israel:

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 Aide III** is hereby adjusted effective July 1, 2023 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of June 30, 2023
(SG <u>3</u> , Step <u>3</u>) | P 14,905.00
(178,860.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective July 1, 2023
(SG <u>3</u> , Step <u>4</u>) | P 15,020.00
(180,240.00 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 Aide III

Salary Grade: 3

Item No. FY 2022 Plantilla of Personnel: ADA3-180-2004

cc: RAO, HRMO, RSPPRO, PLBO