



Notice of Step Increment Due to Length of Service

February 2, 2024

Ms. Jane M. Abapo
Dept of Pure & Applied Chemistry
VSU, Visca, Baybay, Leyte

[Handwritten signature]
02/15/24

Dear Ms. Abapo:

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 **Laboratory Technician II** is hereby adjusted effective November 4, 2022 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of November 3, 2022
(SG <u>8</u> , Step <u>1</u>) | P 18,998.00
(227,976.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective November 4, 2022
(SG <u>8</u> , Step <u>2</u>) | P 19,170.00
(230,040.00 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,

[Handwritten signature]

DANIEL LESLIE S. TAN
OIC-President

Position Title: Laboratory Technician II
Salary Grade: 8
Item No. FY 2022 Plantilla of Personnel: LABT2-1-2002

cc: RAO, HRMO, RSPPRO, PLBO