



Notice of Step Increment/s Due to Meritorious Performance

June 14, 2022

Ms. Ma. Roberta S. Miraflor 
Office of the Head of Records and Archives
VSU, Visca, Baybay City, Leyte

Dear Ms. **Miraflor**:

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 Officer II** is hereby adjusted effective January 1, 2021 as follows:

1. Actual monthly basic salary as of January 1, 2021 ₱ 23,877.00 (286,524.00)
(SG11, Step 1)
- 2 Add: Two (2) Step Increment/s
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2021 ₱ 24,450.00 (293,400.00)
(SG 11, Step 3)

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 Officer II
Salary Grade: 11
Item No. FY 2020 Plantilla of Personnel: ADOF2-29-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB