



**Notice of Step Increment/s Due to Meritorious Performance**

May 18, 2023

**Ms. Ma. Grace M. Sumaria**

Dept of Agricultural & Biosystems Engineering - *JS* 6/9/23  
VSU, Visca, Baybay City, Leyte

Dear Ms. Sumaria:

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 January 1, 2022 as follows:

1. Actual monthly basic salary as of January 1, 2022 ₱ 27,608.00 (331,296.00 p. a.)  
(SG12, Step 1)
- 2 Add: Two ( 2 ) Step Increment/s  
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2022 ₱ 28,180.00 (338,160.00 p. a.)  
(SG 12, 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*  
**EDGARDO E. TULIN**  
President

Position Title: Instructor I

Salary Grade: 12

Item No. FY 2022 Plantilla of Personnel: INST1-34-2015

cc: RAO, HRMO, RSPPRO, PLBO