



Notice of Step Increment Due to Length of Service

September 10, 2021

Engr. Jimmy O. Pogosa

Institute of Tropical Ecology & Envi. Mgmt.
VSU, Visca, Baybay, Leyte

Dear Engr. Pogosa:

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 September 27, 2021 as follows:

- | | |
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| 1. Actual monthly basic salary as of September 26, 2021
(SG <u>13</u> , Step <u>5</u>) | ₱ 29,550.00
(354,600.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective September 27, 2021
(SG <u>13</u> , Step <u>6</u>) | ₱ 29,878.00
(358,536.00 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: Instructor I

Salary Grade: 13

Item No. FY 2020 Plantilla of Personnel: INST1-35-2015

cc: OHRA, ODHRM, OHRSPPR, OHPLB