




**Notice of Step Increment Due to Length of Service**

March 15, 2022

  
**Mr. Carmelino C. Castañias**  
Office of the Head of Motor Pool Services  
VSU, Visca, Baybay, Leyte

Dear Mr. **Castañas**:

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 V** is hereby adjusted effective February 1, 2022 as follows:

- |   |  |
|---|--|
| 1. Actual monthly basic salary as of January 31, 2022<br>(SG <u>5</u> , Step <u>4</u> )       | <b>₱ 16,279.00</b><br>(195,348.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                    |  |
| 3. Adjusted monthly basic salary effective February 1, 2022<br>(SG <u>5</u> , Step <u>5</u> ) | <b>₱ 16,404.00</b><br>(196,848.00 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 V  
Salary Grade: 5  
Item No. FY 2020 Plantilla of Personnel: ADA5- 64-2004