



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

May 18, 2023

**Ms. Gina A. Loreto** *g. Loreto*  
Accounting Office *6/9/2023*  
VSU, Visca, Baybay City, Leyte

Dear Ms. Loreto:

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 IV** is hereby adjusted effective January 1, 2022 as follows:

1. Actual monthly basic salary as of January 1, 2022 ₱ 14,993.00 (179,916.00 p. a.)  
(SG4, Step 1)
- 2 Add: Two (2) Step Increment/s  
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2022 ₱ 15,224.00 (182,688.00 p. a.)  
(SG 4, 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: Administrative Aide IV  
Salary Grade: 4  
Item No. FY 2022 Plantilla of Personnel: ADA4-130-2004

cc: RAO, HRMO, RSPPRO, PLBO