



Notice of Step Increment/s Due to Meritorious Performance

June 14, 2022

Ms. Ma. Fe L. Gayanilo - *ff 6/21/22*
Office of the Head of Learning & Development and Human Resource Accreditation
VSU, Visca, Baybay City, Leyte

Dear Ms. **Gayanilo**:

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, 2021 as follows:

1. Actual monthly basic salary as of January 1, 2021 ₱ 14,511.00 (174,132.00)
(SG4, Step 2)
2. Add: Two (2) Step Increment/s
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2021 ₱ 14,735.00 (176,820.00)
(SG 4, Step 4)

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 IV
Salary Grade: 4
Item No. FY 2020 Plantilla of Personnel: ADA4-125-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB