



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

March 4, 2021

**Ms. Elizabeth B. Albiso** - *dm 3/10/21*  
Office of the University President  
VSU, Visca, Baybay, Leyte

Dear Ms. Albiso:

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 March 1, 2021 as follows:

1. Actual monthly basic salary as of February 28, 2021  
(SG 4, Step 6) **₱ 14,961.00**  
(179,532.00 p.a.)
2. Add: one (1) Step Increment  
Due to Length of Service
3. Adjusted monthly basic salary effective March 1, 2021  
(SG 4, Step 7) **₱ 15,077.00**  
(180,924.00 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*  
**EDGARDO E. TULIN**  
President

Position Title: Administrative Aide IV  
Salary Grade: 4  
Item No. FY 2020 Plantilla of Personnel: ADA4-111-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB