



Notice of Step Increment Due to Length of Service

August 15, 2022

Mr. Clemente N. Maraňan Jr.
Department of Agronomy
VSU, Visca, Baybay, Leyte

Dear Mr. Maraňan:

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 I** is hereby adjusted effective January 16, 2022 as follows:

- | | |
|---|------------------|
| 1. Actual monthly basic salary as of January 15, 2022 | P |
| 12,517.00 | |
| (SG <u>1</u> , Step <u>1</u>) | (150,204.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective January 16, 2022 | P |
| 12,621.00 | |
| (SG <u>1</u> , Step <u>2</u>) | (151,452.00 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 I
Salary Grade: 1
Item No. FY 2020 Plantilla of Personnel: ADA1-173-2004