



Notice of Step Increment Due to Length of Service

July 12, 2023

Mr. Louis P. Prado
Radio Station DYDC
VSU, Visca, Baybay, Leyte

J 7/27/23

Dear Mr. Prado:

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 Assistant II** is hereby adjusted effective June 16, 2023 as follows:

- | | |
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| 1. Actual monthly basic salary as of June 15, 2023
(SG <u>8</u> , Step <u>3</u>) | P 20,104.00
(241,248.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective June 16, 2023
(SG <u>8</u> , Step <u>4</u>) | P 20,285.00
(243,420.00 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 Assistant II
Salary Grade: 8
Item No. FY 2022 Plantilla of Personnel: ADAS2-51-2004

cc: RAO, HRMO, RSPPRO, PLBO