



Notice of Step Increment/s Due to Meritorious Performance

May 18, 2023

Ms. Christie Cyrene T. Tauy
Dean of Students Office
VSU, Visca, Baybay City, Leyte

Handwritten signature and initials

Dear Ms. Tauy:

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 **Guidance Counselor I** is hereby adjusted effective January 1, 2022 as follows:

1. Actual monthly basic salary as of January 1, 2022 (SG11, Step 5) **₱ 26,600.00** (319,200.00 p. a.)
2. Add: Two (2) Step Increment/s Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2022 (SG 11, Step 7) **₱ 27,205.00** (326,460.00 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,

Handwritten signature of Edgardo E. Tulin
EDGARDO E. TULIN
President

Position Title: Guidance Counselor I
Salary Grade: 11
Item No. FY 2022 Plantilla of Personnel: GUIDC1-2-1998

cc: RAO, HRMO, RSPPRO, PLBO