



VISAYAS
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Notice of Step Increment Due to Length of Service

December 9, 2020

Mr. Juanito F. Poliquit
Eco-FARMI
VSU, Visca, Baybay, Leyte

Dear Mr. Poliquit

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 **Agricultural Technician II** is hereby adjusted effective December 1, 2020 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of November 30, 2020 (SG <u>8</u> , Step <u>2</u>) | P 17,663.00 (211,956.00 p.a) |
| 2. Add: one (1) Step Increment Due to Length of Service | |
| 3. Adjusted monthly basic salary effective December 1, 2020 (SG <u>8</u> , Step <u>3</u>) | P 17,823.00 (213,876.00 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

cc: Records, ODAHRD, PRPEO, Payroll