



Notice of Step Increment Due to Length of Service

July 9, 2021

Ms. Christie Cyrene T. Tauy *4/22/22*
VSU, Visca, Baybay, Leyte

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 July 1, 2021 as follows:

- | | |
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| 1. Actual monthly basic salary as of June 30, 2021
(SG <u>11</u> , Step <u>4</u>) | ₱ 24,742.00
(296,904.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective July 1, 2021
(SG <u>11</u> , Step <u>5</u>) | ₱ 25,038.00
(300,456.00 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,

[Signature]
EDGARDO E. TULIN
President

Position Title: Guidance Counselor I
Salary Grade: 11
Item No. FY 2020 Plantilla of Personnel: GUIDC1-2-1998

cc: OHRA, ODHRM, OHRSPPR, OHPLB