



Notice of Step Increment Due to Length of Service

January 31, 2023

Mr. Mario Lilio P. Valenzona
Office of the Director for Physical Plant
VSU, Visca, Baybay, Leyte

Dear Mr. Valenzona:

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 **Supervising Administrative Officer** is hereby adjusted effective January 1, 2023 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of December 31, 2022
(SG <u>22</u> , Step <u>2</u>) | ₱ 72,577.00
(870,924.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective January 1, 2023
(SG <u>22</u> , Step <u>3</u>) | ₱ 73,661.00
(883,932.00 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: Supervising Administrative Officer
Salary Grade: 22
Item No. FY 2023 Plantilla of Personnel: SADO- 1-2005