



Notice of Step Increment Due to Length of Service

March 4, 2021

Ms. Ma. Roberta S. Miraflor
OVPAF
VSU, Visca, Baybay, Leyte

Dear Ms. Miraflor:

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 Officer II** is hereby adjusted effective March 16, 2021 as follows:

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| 1. Actual monthly basic salary as of March 15, 2021
(SG <u>11</u> , Step <u>1</u>) | ₱ 23,877.00
(286,524.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective March 16, 2021
(SG <u>11</u> , Step <u>2</u>) | ₱ 24,161.00
(289,932.00 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: Administrative Officer II
Salary Grade: 11
Item No. FY 2020 Plantilla of Personnel: ADOF2-29-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB