



**Notice of Step Increment Due to Length of Service**

April 28, 2022

**Mr. Homer Lois P. Napoles**  
Office of the University Registrar  
VSU, Visca, Baybay, Leyte

*J 5/4/22*

Dear Mr. **Napoles**:

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 **School Credits Evaluator** is hereby adjusted effective March 1, 2022 as follows:

- |   |  |
|---|--|
| 1. Actual monthly basic salary as of February 28, 2022<br>(SG <u>11</u> , Step <u>1</u> )   | <b>₱ 25,439.00</b><br>(305,268.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                  |  |
| 3. Adjusted monthly basic salary effective March 1, 2022<br>(SG <u>11</u> , Step <u>2</u> ) | <b>₱ 25,723.00</b><br>(308,676.00 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*  
**EDGARDO E. TULIN**  
President

Position Title: School Credits Evaluator  
Salary Grade: 11  
Item No. FY 2020 Plantilla of Personnel: SCE-1-1998