



Notice of Step Increment Due to Length of Service

September 29, 2022

Mr. Rolando I. Oracion
College of Agriculture & Food Science
VSU, Visca, Baybay, Leyte

Dear Mr. Oracion:

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 Aide I** is hereby adjusted effective September 28, 2022 as follows:

1. Actual monthly basic salary as of September 27, 2022
(SG 1, Step 5) **₱ 12,941.00**
(155,292.00 p.a.)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective September 28, 2022 **₱ 13,049.00**
(SG 1, Step 6) (156,588.00 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 Aide I
Salary Grade: 1
Item No. FY 2020 Plantilla of Personnel: ADA1-175-2004