




Notice of Step Increment Due to Length of Service

June 14, 2022

Ms. Ma. Roberta S. Miraflor 
Office of the Head of Records and Archives
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>3</u>) | ₱ 24,450.00
(293,400.00 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>4</u>) | ₱ 24,742.00
(296,904.00 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

This cancels and replaces the NOSI issued on March 4, 2021.

cc: OHRA, ODHRM, OHRSPPR, OHPLB