



Notice of Step Increment Due to Length of Service

November 18, 2021

Ms. Mary Ann D. Joya
VSU Manila Office
VSU, Visca, Baybay, Leyte

Dear Ms. Joya:

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 **Guesthouse Caretaker** is hereby adjusted effective November 3, 2021 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of November 2, 2021
(SG <u>2</u> , Step <u>4</u>) | ₱ 13,087.00
(157,044.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective November 3, 2021
(SG <u>2</u> , Step <u>5</u>) | ₱ 13,187.00
(158,244.00 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: Guesthouse Caretaker
Salary Grade: 2
Item No. FY 2020 Plantilla of Personnel: GUESTC-1-2002