



Notice of Step Increment Due to Length of Service

February 2, 2024

Mr. Marlon T. Andrino
Dept of Business Management
VSU, Visca, Baybay, Leyte

- Mr. Andrino 02/15/24

Dear Mr. Andrino:

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 **Instructor I** is hereby adjusted effective September 1, 2023 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of August 31, 2023
(SG <u>12</u> , Step <u>1</u>) | ₱ 29,165.00
(349,980.00 p.a) |
| 2. Add: one (I) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective September 1, 2023
(SG <u>12</u> , Step <u>2</u>) | ₱ 29,449.00
(353,388.00 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,


DANIEL LESLIE S. TAN
OIC-President

Position Title: Instructor I
Salary Grade: 12
Item No. FY 2022 Plantilla of Personnel: INST1-43-2020

cc: RAO, HRMO, RSPPRO, PLBO