



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

June 14, 2022

**Mr. Edilberto A. Artiga II**  
Institute of Human Kinetics  
VSU, Visca, Baybay, Leyte

Dear Mr. **Artiga**:

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 August 14, 2021 as follows:

- |   |  |
|---|--|
| 1. Actual monthly basic salary as of August 13, 2021<br>(SG <u>12</u> , Step <u>4</u> )       | <b>₱ 26,915.00</b><br>(322,980.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                    |  |
| 3. Adjusted monthly basic salary effective August 14, 2021<br>(SG <u>12</u> , Step <u>5</u> ) | <b>₱ 27,210.00</b><br>(326,520.00 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: Instructor I  
Salary Grade: 12  
Item No. FY 2020 Plantilla of Personnel: INST1-8-2013

*This cancels and replaces the NOSI issued on August 3, 2021.*

cc: OHRA, ODHRM, OHRSPPR, OHPLB