



Notice of Step Increment/s Due to Meritorious Performance

May 18, 2023

Ms. Dahlia R. Arpoceple

Cash Office

VSU, Visca, Baybay City, Leyte

Dear Ms. Arpoceple:

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 VI** is hereby adjusted effective January 1, 2022 as follows:

1. Actual monthly basic salary as of January 1, 2022 ₱ 16,877.00 (202,524.00 p. a.)
(SG6, Step 1)
2. Add: Two (2) Step Increment/s
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2022 ₱ 17,137.00 (205,644.00 p. a.)
(SG 6, Step 3)

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 VI

Salary Grade: 6

Item No. FY 2022 Plantilla of Personnel: ADA6-100-2004

cc: RAO, HRMO, RSPPRO, PLBO