



Notice of Step Increment Due to Length of Service

May 18, 2023

Ms. Kleer Jeann G. Longatang
Institute of Tropical Ecology & Envi Mgt
VSU, Visca, Baybay, Leyte

by:

Dear Ms. Longatang:

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 January 23, 2023 as follows:

- | | |
|--|--|
| 1. Actual monthly basic salary as of January 22, 2023
(SG <u>12</u> , Step <u>3</u>) | ₱ 29,737.00
(356,844.00 p.a) |
| 2. Add: one (I) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective January 23, 2023
(SG <u>12</u> , Step <u>4</u>) | ₱ 30,028.00
(360,336.00 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 2022 Plantilla of Personnel: INST1-38-2012

This cancels and replaces the NOSI issued on January 31, 2023.