



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

June 1, 2023

**Mr. Eutiquio B. Bornias**  
Dept of Biological Sciences  
VSU, Visca, Baybay, Leyte

Dear Mr. Bornias:

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 I** is hereby adjusted effective May 16, 2023 as follows:

- |   |   |
|---|---|
| 1. Actual monthly basic salary as of May 15, 2023<br>(SG <u>1</u> , Step <u>5</u> )       | <b>P 13,441.00</b><br>(161,292.00 p.a.) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                |   |
| 3. Adjusted monthly basic salary effective May 16, 2023<br>(SG <u>1</u> , Step <u>6</u> ) | <b>P 13,553.00</b><br>(162,636.00 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: Administrative Aide I  
Salary Grade: 1  
Item No. FY 2022 Plantilla of Personnel: ADA1-172-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB