



Notice of Step Increment Due to Length of Service

April 28, 2022

Mr. Rogelio E. Ponce *6/5/4/22*
College of Engineering and Technology
VSU, Visca, Baybay, Leyte

Dear Mr. Ponce:

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 V** is hereby adjusted effective March 1, 2022 as follows:

- | | |
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| 1. Actual monthly basic salary as of February 28, 2022
(SG <u>5</u> , Step <u>1</u>) | ₱ 15,909.00
(190,908.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective March 1, 2022
(SG <u>5</u> , Step <u>2</u>) | ₱ 16,032.00
(192,384.00 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
EDGARDO E. TULIN
President

Position Title: Administrative Aide V
Salary Grade: 5
Item No. FY 2020 Plantilla of Personnel: ADA5- 66-2004