



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

June 14, 2021

*2 6/14/21*

**Mr. Ulderico B. Alviola**  
UIIC  
VSU, Visca, Baybay, Leyte


Dear Mr. Alviola:

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 Officer IV** is hereby adjusted effective January 13, 2021 as follows:

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|--|--|
| 1. Actual monthly basic salary as of January 12, 2021<br>(SG <u>15</u> , Step <u>6</u> )       | <b>₱ 35,513.00</b><br>(426,156.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                     |  |
| 3. Adjusted monthly basic salary effective January 13, 2021<br>(SG <u>15</u> , Step <u>7</u> ) | <b>₱ 35,915.00</b><br>(430,980.00 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 Officer IV  
Salary Grade: 15  
Item No. FY 2020 Plantilla of Personnel: ADOF4-18-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB