



**Notice of Step Increment/s Due to Meritorious Performance**

June 14, 2022

**Ms. Doreen B. Alba** *in 6-21-22*  
Office of the Head of Supply & Property  
VSU, Visca, Baybay City, Leyte

Dear Ms. Alba:

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 III** is hereby adjusted effective January 1, 2021 as follows:

1. Actual monthly basic salary as of January 1, 2021 ₱ 13,677.00 (164,124.00)  
(SG 3, Step 2)
2. Add: Two ( 2 ) Step Increment/s  
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2021 ₱ 13,888.00 (166,656.00)  
(SG 3, Step 4)

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 III  
Salary Grade: 3  
Item No. FY 2020 Plantilla of Personnel: ADA3-187-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB