



Notice of Step Increment Due to Length of Service

March 13, 2023

Mr. Florante G. Didal *for 3/13/23*
Office of the Head of Payroll and Leave Benefits
VSU, Visca, Baybay, Leyte

Dear Mr. Didal:

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 IV** is hereby adjusted effective March 16, 2023 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of March 15, 2023
(SG <u>4</u> , Step <u>2</u>) | ₱ 15,706.00
(188,472.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective March 16, 2023
(SG <u>4</u> , Step <u>3</u>) | ₱ 15,827.00
(189,924.00 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 IV
Salary Grade: 4
Item No. FY 2023 Plantilla of Personnel: ADA4-126-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB