



Notice of Step Increment Due to Length of Service

June 14, 2022

Ms. Raquel H. Dohiling *-H'c/21*
Office of the Vice President for Admin. & Finance
VSU, Visca, Baybay, Leyte


Dear Ms. **Dohiling**:

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 I** is hereby adjusted effective April 10, 2021 as follows:

- | | |
|--|--|
| 1. Actual monthly basic salary as of April 9, 2021
(SG <u>10</u> , Step <u>5</u>) | ₱ 21,923.00
(263,076.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective April 10, 2021
(SG <u>10</u> , Step <u>6</u>) | ₱ 22,106.00
(265,272.00 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 I
Salary Grade: 10
Item No. FY 2020 Plantilla of Personnel: ADOF1-30-2004

This cancels and replaces the NOSA issued on April 22, 2021.