



Notice of Step Increment/s Due to Meritorious Performance

May 18, 2023

Mr. Arturo S. Bastasa

Institute of Tropical Ecology & Envi Mgt
VSU, Visca, Baybay City, Leyte

Dear Mr. Bastasa:

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 I** is hereby adjusted effective January 1, 2022 as follows:

1. Actual monthly basic salary as of January 1, 2022 ₱ 12,728.00 (152,736.00 p. a.)
(SG 1, Step 3)
2. Add: Two (2) Step Increment/s
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2022 ₱ 12,941.00 (155,292.00 p. a.)
(SG 1, Step 5)

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 Aide I

Salary Grade: 1

Item No. FY 2022 Plantilla of Personnel: ADA1-169-2004

cc: RAO, HRMO, RSPPRO, PLBO