



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

May 18, 2023

**Ms. Kleer Jeann G. Longatang**  
Institute of Tropical Ecology & Envi Mgt  
VSU, Visca, Baybay City, Leyte

Dear Ms. Longatang:

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

1. Actual monthly basic salary as of January 1, 2022 (SG12, Step 1) **₱ 27,608.00** (331,296.00 p. a.)
2. Add: Two ( 2 ) Step Increment/s Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2022 (SG 12, Step 3) **₱ 28,180.00** (338,160.00 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: **Instructor I**  
Salary Grade: **12**  
Item No. FY **2022** Plantilla of Personnel: **INST1-38-2012**

cc: RAO, HRMO, RSPPRO, PLBO