



Notice of Step Increment Due to Length of Service

September 4, 2023

Mr. Felix C. Abanera

Department of Philosophy and Social Science
VSU, Visca, Baybay, Leyte

Dear Mr. Abanera:

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 August 1, 2023 as follows:

1. Actual monthly basic salary as of July 31, 2023
(SG 3, Step 7) **P 15,369.00**
(184,428.00 p.a)
2. Add: one (I) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective August 1, 2023 **P 15,486.00**
(SG 3, Step 8) (185,832.00 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 Aide III

Salary Grade: 3

Item No. FY 2022 Plantilla of Personnel: ADA3-163-2004

cc: **RAO**, HRMO, RSPPRO, PLBO