



**Notice of Step Increment Due to Length of Service**

November 2, 2022

**Mrs. Honey Sofia V. Colis** *ms 11/4/22*  
Office of the Director for Human Resource Management  
VSU, Visca, Baybay, Leyte

Dear Mrs. Colis:

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 V** is hereby adjusted effective October 24, 2022 as follows:

1. Actual monthly basic salary as of October 23, 2022 **₱ 46,216.00**  
(SG 18, Step 3) (554,592.00 p.a.)
2. Add: one (1) Step Increment  
Due to Length of Service
3. Adjusted monthly basic salary effective October 24, 2022 **₱ 46,731.00**  
(SG 18, Step 4) (560,772.00 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 Officer V  
Salary Grade: 18  
Item No. FY 2020 Plantilla of Personnel: ADOF5-13-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB