



Notice of Step Increment Due to Length of Service

November 15, 2021

Mr. Teodomero C. Ratilla
Department of Agronomy
VSU, Visca, Baybay, Leyte

Dear Mr. Ratilla:

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 **School Farm Demonstrator** is hereby adjusted effective October 16, 2021 as follows:

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| 1. Actual monthly basic salary as of October 15, 2021
(SG <u>10</u> , Step <u>6</u>) | ₱ 22,106.00
(265,272.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective October 16, 2021
(SG <u>10</u> , Step <u>7</u>) | ₱ 22,291.00
(267,492.00 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: School Farm Demonstrator
Salary Grade: 10
Item No. FY 2020 Plantilla of Personnel: SFD-1-1998