



Notice of Step Increment/s Due to Meritorious Performance

May 18, 2023

Ms. Ma. Roberta S. Miraflor
Records and Archives Office
VSU, Visca, Baybay City, Leyte

Dear Ms. Miraflor:

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

1. Actual monthly basic salary as of January 1, 2022 (SG11, Step 4) **₱ 26,304.00** (315,648.00 p. a.)
2. Add: Two (2) Step Increment/s Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2022 (SG 11, Step 6) **₱ 26,901.00** (322,812.00 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 Officer II
Salary Grade: 11
Item No. FY 2022 Plantilla of Personnel: ADOF2-29-2004

cc: RAO, HRMO, RSPPRO, PLBO