



Notice of Step Increment Due to Length of Service

March 15, 2022


Ms. Erlinda S. Valenzona
Office of the Vice President for Academic Affairs
VSU, Visca, Baybay, Leyte

Dear Ms. Valenzona:

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

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| 1. Actual monthly basic salary as of December 31, 2021
(SG <u>8</u> , Step <u>2</u>) | ₱ 19,170.00
(230,040.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective January 1, 2022
(SG <u>8</u> , Step <u>3</u>) | ₱ 19,343.00
(232,116.00 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 Assistant II
Salary Grade: 8
Item No. FY 2020 Plantilla of Personnel: ADAS2-49-2004