



Notice of Step Increment Due to Length of Service

July 12, 2023

Mr. Clementino A. Borela 
Instrumentation and Laboratory Equipment Unit
VSU, Visca, Baybay, Leyte

Dear Mr. Borela:

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 VI** is hereby adjusted effective June 16, 2023 as follows:

- | | |
|--------------------------------------------------------------------------------------------|----------------------------------------|
| 1. Actual monthly basic salary as of June 15, 2023
(SG <u>6</u> , Step <u>4</u>) | P 17,962.00
(215,544.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective June 16, 2023
(SG <u>6</u> , Step <u>5</u>) | P 18,100.00
(217,200.00 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 VI
Salary Grade: 6
Item No. FY 2022 Plantilla of Personnel: ADA6- 80-2004

cc: RAO, HRMO, RSPPRO, PLBO