



Notice of Step Increment/s Due to Meritorious Performance

May 18, 2023

Ms. Valerie Y. Vergis - *val.*
Accounting Office
VSU, Visca, Baybay City, Leyte

Dear Ms. Vergis:

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

1. Actual monthly basic salary as of January 1, 2022 (SG4, Step 2) **₱ 15,109.00** (181,308.00 p. a.)
2. Add: Two (2) Step Increment/s Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2022 **₱ 15,341.00** (184,092.00 p. a.) (SG 4, Step 4)

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 IV
Salary Grade: 4
Item No. FY 2022 Plantilla of Personnel: ADA4-136-2004

cc: RAO, HRMO, RSPPRO, PLBO