



Notice of Step Increment Due to Length of Service

March 15, 2022

Ms. Josefina M. Larrosa — *dm 3/23/22*
Office of the University President
VSU, Visca, Baybay, Leyte

Dear Ms. Larrosa:

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 III** 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>9</u> , Step <u>4</u>) | ₱ 20,918.00
(251,016.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective January 1, 2022
(SG <u>9</u> , Step <u>5</u>) | ₱ 21,093.00
(253,116.00 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
EDGARDO E. TULIN
President

Position Title: Administrative Assistant III
Salary Grade: 9
Item No. FY 2020 Plantilla of Personnel: ADAS3-35-2004