



**Notice of Step Increment/s Due to Meritorious Performance**

June 14, 2022

**Dr. Editha G. Cagasan**  
Department of Development Communication  
VSU, Visca, Baybay City, Leyte



Dear Dr. **Cagasan**:

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 **Professor VI** is hereby adjusted effective January 1, 2021 as follows:

1. Actual monthly basic salary as of January 1, 2021 ₱ 161,231.00 (1,934,772.00)  
(SG29, Step 1)
- 2 Add: Two ( 2 ) Step Increment/s  
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2021 ₱ 166,537.00 (1,998,444.00)  
(SG 29, Step 3)

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: Professor VI  
Salary Grade: 29  
Item No. FY 2020 Plantilla of Personnel: PROF6-8-2019

cc: OHRA, ODHRM, OHRSPPR, OHPLB