



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

May 18, 2023

**Engr. Ronard G. Paña**  
Dept of Mechanical Engineering  
VSU, Visca, Baybay City, Leyte

- *Ji* 6/9/23

Dear Engr. Paña:

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

1. Actual monthly basic salary as of January 1, 2022 ₱ 27,892.00 (334,704.00 p. a.)  
(SG12, Step 2)
2. Add: Two (2) Step Increment/s  
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2022 ₱ 28,471.00 (341,652.00 p. a.)  
(SG 12, 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*  
**EDGARDO E. TULIN**  
President

Position Title: Instructor I  
Salary Grade: 12  
Item No. FY 2022 Plantilla of Personnel: INST1-23-2012

cc: RAO, HRMO, RSPPRO, PLBO