



Notice of Step Increment Due to Length of Service

September 4, 2023


Mr. Alain A. Bonife

Department of Philosophy and Social Science *TIVET*
VSU, Visca, Baybay, Leyte

Dear Mr. Bonife:

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 July 16, 2023 as follows:

- | | |
|--|---|
| 1. Actual monthly basic salary as of July 15, 2023
(SG 6, Step 3) | P 17,824.00
(213,888.00 p.a.) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective July 16, 2023
(SG 6, Step 4) | P 17,962.00
(215,544.00 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- 78-2004

cc: RAO, HRMO, RSPPRO, PLBO