



**Notice of Step Increment Due to Length of Service**

September 10, 2021

**Mr. Gideon Niel D. Tan** - *9/11/21*

Department of Business and Management  
VSU, Visca, Baybay, Leyte

Dear Sir,

Pursuant to the 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 September 10, 2021 as follows:

- |  |                                  |
|--|----------------------------------|
| 1. Actual monthly basic salary as of September 09, 2021<br>(SG <u>12</u> , Step <u>1</u> )       | P 26,052.00<br>(312,624.00 p.a.) |
| 2. Add: One (1) Step Increment<br>Due to Length of Service                                       |                                  |
| 3. Adjusted monthly basic salary effective September 10, 2021<br>(SG <u>12</u> , Step <u>2</u> ) | P 26,336.00<br>(316,032.00 p.a.) |

This salary adjustment is subject to review and post-audit, and to appropriate readjustment 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 2020 Plantilla of Personnel: INST1-32-2016

cc: OHRA, ODHRM, OHREPPR, OHPLB