



Notice of Step Increment Due to Length of Service

May 17, 2022

Ms. Valerie Y. Vergis - *May 18/2022*
Office of the Head of Accounting
VSU, Visca, Baybay, Leyte

Dear Ms. Vergis:

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 IV** is hereby adjusted effective November 5, 2021 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of November 4, 2021
(SG <u>4</u> , Step <u>1</u>) | P 14,400.00
(172,800.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective November 5, 2021
(SG <u>4</u> , Step <u>2</u>) | P 14,511.00
(174,132.00 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 Aide IV
Salary Grade: 4
Item No. FY 2020 Plantilla of Personnel: ADA4-136-2004