




Notice of Step Increment Due to Length of Service

March 4, 2021

Mr. Juancho M. Lao 
SPPMO
VSU, Visca, Baybay, Leyte

Dear Mr. Lao:

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 March 1, 2021 as follows:

1. Actual monthly basic salary as of February 28, 2021
(SG 6, Step 3) **P 16,450.00**
(197,400.00 p.a)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective March 1, 2021 **P 16,577.00**
(SG 6, Step 4) (198,924.00 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 2020 Plantilla of Personnel: ADA6-107-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB