



Notice of Step Increment Due to Length of Service

December 21, 2021

Ms. Mary Grace P. Enaya *[Signature]* 1-6-22
Department of Liberal Arts & Behavioral Sciences
VSU, Visca, Baybay, Leyte

Dear Ms. Enaya:

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 December 24, 2021 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of December 23, 2021
(SG <u>12</u> , Step <u>1</u>) | ₱ 26,052.00
(312,624.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective December 24, 2021
(SG <u>12</u> , Step <u>2</u>) | ₱ 26,336.00
(316,032.00 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,

[Signature]
EDGARDO E. TULIN
President

Position Title: Instructor I
Salary Grade: 12
Item No. FY 2020 Plantilla of Personnel: INST1-61-2016