



**Notice of Step Increment/s Due to Meritorious Performance**

June 14, 2022

**Prof. Janet Alexis A. De los Santos** - *6/21/22*  
College of Nursing  
VSU, Visca, Baybay City, Leyte

Dear Prof. **De los Santos**:

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 **Associate Professor I** is hereby adjusted effective January 1, 2021 as follows:

1. Actual monthly basic salary as of January 1, 2021 ₱ 48,313.00 (579,756.00)  
(SG 19, Step 1)
2. Add: Two ( 2 ) Step Increment/s  
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2021 ₱ 49,803.00 (597,636.00)  
(SG 19, Step 3)

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: Associate Professor I  
Salary Grade: 19  
Item No. FY 2020 Plantilla of Personnel: APRO1-17-2019

cc: OHRA, ODHRM, OHRSPPR, OHPLB