



Notice of Step Increment Due to Length of Service

July 27, 2022

Ms. Luvilla G. Alcober - *8/10/22*

Office of the Head of Recruitment Selection Placement and Personnel Records
VSU, Visca, Baybay, Leyte

Dear Ms. Alcober:

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 Officer II** is hereby adjusted effective July 1, 2022 as follows:

- | | |
|--|--|
| 1. Actual monthly basic salary as of June 30, 2022
(SG <u>11</u> , Step <u>1</u>) | P 25,439.00
(305,268.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective July 1, 2022
(SG <u>11</u> , Step <u>2</u>) | P 25,723.00
(308,676.00 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: Administrative Officer II

Salary Grade: 11

Item No. FY 2020 Plantilla of Personnel: ADOF2-30-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB