



**Notice of Step Increment Due to Length of Service**

June 14, 2021

*received by me 6/30/21*

**Mr. Jesus Freddy M. Baldos**  
OPO  
VSU, Visca, Baybay, Leyte

Dear Mr. Baldos:

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 V** is hereby adjusted effective June 15, 2021 as follows:

- |   |  |
|---|--|
| 1. Actual monthly basic salary as of June 14, 2021<br>(SG <u>18</u> , Step <u>3</u> )       | <b>P 44,694.00</b><br>(536,328.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                  |  |
| 3. Adjusted monthly basic salary effective June 15, 2021<br>(SG <u>18</u> , Step <u>4</u> ) | <b>P 45,209.00</b><br>(542,508.00 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 Officer V  
Salary Grade: 18  
Item No. FY 2020 Plantilla of Personnel: ADOF5-15-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB