



Notice of Step Increment Due to Length of Service

March 15, 2022

Mr. Jaime V. Latras *3/24/22*
Department of Animal Science
VSU, Visca, Baybay, Leyte

Dear Mr. **Latras**:

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 I** is hereby adjusted effective February 1, 2022 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of January 31, 2022
(SG <u>1</u> , Step <u>3</u>) | ₱ 12,728.00
(152,736.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective February 1, 2022
(SG <u>1</u> , Step <u>4</u>) | ₱ 12,834.00
(154,008.00 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
EDGARDO E. TULIN
President

Position Title: Administrative Aide I
Salary Grade: 1
Item No. FY 2020 Plantilla of Personnel: ADA1-170-2004