



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

July 27, 2022

**Ms. May Ann E. Palen**  
Department of Statistics  
VSU, Visca, Baybay, Leyte

 8/11/22

Dear Ms. Palen:

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

- |                                                                                            |                                        |
|--------------------------------------------------------------------------------------------|----------------------------------------|
| 1. Actual monthly basic salary as of June 30, 2022<br>(SG <u>14</u> , Step <u>1</u> )      | <b>₱ 32,321.00</b><br>(387,852.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                 |                                        |
| 3. Adjusted monthly basic salary effective July 1, 2022<br>(SG <u>14</u> , Step <u>2</u> ) | <b>₱ 32,665.00</b><br>(391,980.00 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: Instructor III  
Salary Grade: 14  
Item No. FY 2020 Plantilla of Personnel: INST3-26-2019

cc: OHRA, ODHRM, OHRSPPR, OHPLB