



Notice of Step Increment Due to Length of Service

March 15, 2022

Ms. Imelda A. Tidoy
PhilRootcrops
VSU, Visca, Baybay, Leyte

[Handwritten signature]
3/24/22

Dear Ms. Tidoy:

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 IV** is hereby adjusted effective January 1, 2022 as follows:

- | | |
|--|--|
| 1. Actual monthly basic salary as of December 31, 2021
(SG <u>4</u> , Step <u>6</u>) | P 15,577.00
(186,924.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective January 1, 2022
(SG <u>4</u> , Step <u>7</u>) | P 15,698.00
(188,376.00 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,

[Handwritten signature]
EDGARDO E. TULIN
President

Position Title: Administrative Aide IV
Salary Grade: 4
Item No. FY 2020 Plantilla of Personnel: ADA4-112-2004