



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

February 2, 2024

**Ms. Angelica C. Asoy**  
Dept of Soil Science  
VSU, Visca, Baybay, Leyte

*[Handwritten signature]*  
02/14/24

Dear Ms. Asoy:

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 **Laboratory Technician II** is hereby adjusted effective December 7, 2023 as follows:

- |   |  |
|---|--|
| 1. Actual monthly basic salary as of December 6, 2023<br>(SG <u>8</u> , Step <u>1</u> )       | <b>₱ 19,744.00</b><br>(236,928.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                    |  |
| 3. Adjusted monthly basic salary effective December 7, 2023<br>(SG <u>8</u> , Step <u>2</u> ) | <b>₱ 19,923.00</b><br>(239,076.00 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]*

**DANIEL LESLIE S. TAN**  
OIC-President

Position Title: Laboratory Technician II  
Salary Grade: 8  
Item No. FY 2022 Plantilla of Personnel: LABT2-34-2005

cc: RAO, HRMO, RSPPRO, PLBO