



Notice of Step Increment Due to Length of Service

March 15, 2022

Ms. Teresita G. Manatad
Office of the Head of Budget
VSU, Visca, Baybay, Leyte

Dear Ms. **Manatad**:

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

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| 1. Actual monthly basic salary as of December 31, 2021
(SG <u>6</u> , Step <u>2</u>) | P 17,007.00
(204,084.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective January 1, 2022
(SG <u>6</u> , Step <u>3</u>) | P 17,137.00
(205,644.00 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 Aide VI
Salary Grade: 6
Item No. FY 2020 Plantilla of Personnel: ADA6- 89-2004