



Notice of Step Increment Due to Length of Service

September 10, 2021

Ms. Erly S. Esguerra

Procurement Office
VSU, Visca, Baybay, Leyte

Dear Ma'am

Pursuant to the 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 September 03, 2021 as follows:

- | | |
|---|----------------------------------|
| 1. Actual monthly basic salary as of September 02, 2021
(SG <u>4</u> , Step <u>3</u>) | ₱ 14,622.00
(175,464.00 p.a.) |
| 2. Add: One (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective September 03, 2021
(SG <u>4</u> , Step <u>4</u>) | ₱ 14,735.00
(176,820.00 p.a.) |

This salary adjustment is subject to review and post-audit, and to appropriate readjustment and refund if found not in order.

Very truly yours,


EDGARDO E. TULIN
President

Position Title: Administrative Aide IV

Salary Grade: 4

Item No. FY 2020 Plantilla of Personnel: ADA4-144-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB