



VISAYAS
STATE UNIVERSITY

OFFICE OF THE PRESIDENT

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Notice of Step Increment Due to Length of Service

October 29, 2024

MR. TEODOMERO C. RATILLA

Department of Agronomy
VSU, Visca, Baybay, Leyte

 2-7-20

Dear Mr. Ratilla:

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 **School Farm Demonstrator** is hereby adjusted effective October 16, 2024 as follows:

1. Actual monthly basic salary as of October 15, 2024
(SG 10, Step 7) **₱ 25,630.00**
(307,560.00 p.a.)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective October 16, 2024
(SG 10, Step 8) **₱ 25,844.00**
(310,128.00 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,


PROSE IVY G. YEPES
President

Position Title: School Farm Demonstrator

Salary Grade: 10

Item No. FY 2024 Plantilla of Personnel: SFD-1-1998

cc: RAO, HRMO, RSPPRO, PLBO