



Notice of Step Increment Due to Length of Service

October 29, 2024

MS. KAY T. JUANILLO

Department of Arts, Languages, and Literature
VSU, Visca, Baybay, Leyte

dy 2/7/25

Dear Ms. Juanillo:

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 **Instructor I** is hereby adjusted effective August 23, 2024 as follows:

1. Actual monthly basic salary as of August 22, 2024
(SG 12, Step 1) **₱ 30,705.00**
(368,460.00 p.a.)
2. Add: one (I) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective August 23, 2024
(SG 12, Step 2) **₱ 30,989.00**
(371,868.00 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: Instructor I

Salary Grade: 12

Item No. FY 2024 Plantilla of Personnel: INST1-35-2016