



VISAYAS
STATE UNIVERSITY

OFFICE OF THE PRESIDENT
Visca Baybay City, Leyte 6521-A, Philippines
Phone/Fax: 565-0600 local 563-7323
Email Address: prpeo@vsu.edu.ph
Website: www.vsu.edu.ph

Notice of Step Increment Due to Length of Service

January 31, 2023

Ms. Mae Ann A. Bravo
Phil Rootcrops Res & Trng Center
VSU, Visca, Baybay, Leyte

[Handwritten signature]
3/27/23



Dear Ms. **Bravo**:

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 January 13, 2023 as follows:

- | | |
|--|--|
| 1. Actual monthly basic salary as of January 12, 2023
(SG <u>12</u> , Step <u>1</u>) | ₱ 29,165.00
(349,980.00 p.a) |
| 2. Add: one (I) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective January 13, 2023
(SG <u>12</u> , Step <u>2</u>) | ₱ 29,449.00
(353,388.00 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]
EDGARDO E. TULIN
President

Position Title: Instructor I
Salary Grade: 12
Item No. FY 2023 Plantilla of Personnel: INST1-73-2016

PLT
SMA

cc: OHRA, ODHRM, OHRSPPR, OHPLB