



**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](mailto:prpeo@vsu.edu.ph)

Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

**Notice of Step Increment Due to Length of Service**

October 29, 2024

**MS. CHRISTIE CYRENE T. TAUY**

Dean of Students Office  
VSU, Visca, Baybay, Leyte

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Dear Ms. Tauy:

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 **Guidance Counselor I** is hereby adjusted effective July 1, 2024 as follows:

- |  |  |
|--|--|
| 1. Actual monthly basic salary as of June 30, 2024<br>(SG <u>11</u> , Step <u>7</u> )      | <b>₱ 30,278.00</b><br>(363,336.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                 |  |
| 3. Adjusted monthly basic salary effective July 1, 2024<br>(SG <u>11</u> , Step <u>8</u> ) | <b>₱ 30,587.00</b><br>(367,044.00 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: Guidance Counselor I

Salary Grade: 11

Item No. FY 2024 Plantilla of Personnel: GUIDC1-2-1998

cc: RAO, HRMO, RSPPRO, PLBO