



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

February 2, 2024

**Dr. Shebelle A. Cueva**  
College of Veterinary Medicine  
VSU, Visca, Baybay, Leyte

*2/14/2024*

Dear Dr. Cueva:

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 September 21, 2023 as follows:

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|--|--|
| 1. Actual monthly basic salary as of September 20, 2023<br>(SG <u>12</u> , Step <u>3</u> )       | <b>₱ 29,737.00</b><br>(356,844.00 p.a) |
| 2. Add: one (I) Step Increment<br>Due to Length of Service                                       |  |
| 3. Adjusted monthly basic salary effective September 21, 2023<br>(SG <u>12</u> , Step <u>4</u> ) | <b>₱ 30,028.00</b><br>(360,336.00 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,

**DANIEL LESLIE S. TAN**  
OIC-President

Position Title: Instructor I  
Salary Grade: 12  
Item No. FY 2022 Plantilla of Personnel: INST1-36-2020

cc: RAO, HRMO, RSPPRO, PLBO