



**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

September 4, 2023

**Ms. Honeylene V. Ongy**

~~Department of Philosophy and Social Science~~  
VSU, Visca, Baybay, Leyte

DBI *[Signature]* ITVA

Dear Ms. Ongy:

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 4, 2023 as follows:

- |  |   |
|--|---|
| 1. Actual monthly basic salary as of August 3, 2023<br>(SG <u>12</u> , Step <u>4</u> )       | <b>₱ 30,028.00</b><br>(360,336.00 p.a.) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                   |   |
| 3. Adjusted monthly basic salary effective August 4, 2023<br>(SG <u>12</u> , Step <u>5</u> ) | <b>₱ 30,323.00</b><br>(363,876.00 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,

*[Signature]*  
**EDGARDO E. TULIN**  
President

Position Title: Instructor I

Salary Grade: 12

Item No. FY 2022 Plantilla of Personnel: INST1-67-2016

cc: RAO, HRMO, RSPPRO, PLBO