



**VISAYAS**  
STATE UNIVERSITY

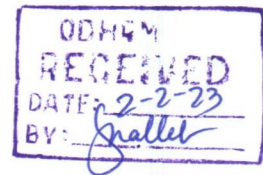
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## Notice of Step Increment Due to Length of Service

January 31, 2023

**Ms. Kleer Jeann G. Longatang**  
Institute of Tropical Ecology & Envi Mgt  
VSU, Visca, Baybay, Leyte

*[Handwritten signature]*  
13-24-23



Dear Ms. **Longatang**:

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 23, 2023 as follows:

- |  |  |
|--|--|
| 1. Actual monthly basic salary as of January 22, 2023<br>(SG <u>12</u> , Step <u>1</u> )       | <b>P 29,165.00</b><br>(349,980.00 p.a) |
| 2. Add: one (I) Step Increment<br>Due to Length of Service                                     |  |
| 3. Adjusted monthly basic salary effective January 23, 2023<br>(SG <u>12</u> , Step <u>2</u> ) | <b>P 29,449.00</b><br>(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

*[Handwritten initials]*

*[Handwritten initials]*

Position Title: Instructor I  
Salary Grade: 12  
Item No. FY 2023 Plantilla of Personnel: INST1-38-2012

cc: OHRA, ODHRM, OHRSPPR, OHPLB