



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE PRESIDENT**

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

October 29, 2024

**MS. TRISHIA JADE C. ACILO**

Department of Plant Breeding & Genetics  
VSU, Visca, Baybay, Leyte

*Keith Andrew B. Gurni*  
*2/7/25*

Dear Ms. Acilo:

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 5, 2024 as follows:

- |   |  |
|---|--|
| 1. Actual monthly basic salary as of September 4, 2024<br>(SG <u>12</u> , Step <u>1</u> )       | <b>₱ 30,705.00</b><br>(368,460.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                      |  |
| 3. Adjusted monthly basic salary effective September 5, 2024<br>(SG <u>12</u> , Step <u>2</u> ) | <b>₱ 30,989.00</b><br>(371,868.00 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*  
**PROSE IVY G. YEPES**  
President

Position Title: Instructor I

Salary Grade: 12

Item No. FY 2024 Plantilla of Personnel: INST1-41-2016

cc: RAO, HRMO, RSPPRO, PLBO