



**VISAYAS**  
STATE UNIVERSITY

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## Notice of Step Increment Due to Length of Service

October 29, 2024

**MR. GEORGE S. CIRCULADO**  
Department of Forest Science  
VSU, Visca, Baybay, Leyte

*gsc*  
*10/29/24*

Dear Mr. Circulado:

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 **Farm Worker I** is hereby adjusted effective September 3, 2024 as follows:

- |  |  |
|--|--|
| 1. Actual monthly basic salary as of September 2, 2024<br>(SG <u>2</u> , Step <u>2</u> )       | <b>₱ 14,482.00</b><br>(173,784.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                     |  |
| 3. Adjusted monthly basic salary effective September 3, 2024<br>(SG <u>2</u> , Step <u>3</u> ) | <b>₱ 14,593.00</b><br>(175,116.00 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*  
**PROSE IVY G. YEPES**  
President

Position Title: Farm Worker I  
Salary Grade: 2  
Item No. FY 2024 Plantilla of Personnel: FAWK1- 1-2002

cc: RAO, HRMO, RSPPRO, PLBO