



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

August 20, 2024

Ms. Donna C. Cuyno  
Department of Statistics  
VSU, Visca, Baybay, Leyte

Dear Ms. Cuyno:

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 6, 2024 as follows:

- |                                                                                       |                                        |
|---------------------------------------------------------------------------------------|----------------------------------------|
| 1. Actual monthly basic salary as of January 5, 2024<br>(SG <u>12</u> , Step 1)       | <b>₱ 30,705.00</b><br>(368,460.00 p.a) |
| 2. Add: one (I) Step Increment<br>Due to Length of Service                            |                                        |
| 3. Adjusted monthly basic salary effective January 6, 2024<br>(SG <u>12</u> , Step 2) | <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**  
President

Position Title: Instructor I  
Salary Grade: 12  
Item No. FY 2022 Plantilla of Personnel: INST1-12-2016

*This cancels and replaces the NOSI issued on May 31, 2024.*

cc: RAO, HRMO, RSPPRO, PLBO