



**VISAYAS**  
STATE UNIVERSITY

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

*[Signature]* 1/9/22

December 10, 2022

**Engr. Jundy R. Castil**  
Department of Mechanical Engineering  
VSU, Visca, Baybay, Leyte

Dear Engr. Castil:

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 December 6, 2022 as follows:

1. Actual monthly basic salary as of December 5, 2022  
(SG 12, Step 2) **₱ 27,892.00**  
(334,704.00 p.a.)
2. Add: one (1) Step Increment  
Due to Length of Service
3. Adjusted monthly basic salary effective December 6, 2022  
(SG 12, Step 3) **₱ 28,180.00**  
(338,160.00 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 2020 Plantilla of Personnel: INST1-22-2014

cc: OHRA, ODHRM, OHRSPPR, OHPLB