



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE PRESIDENT**

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

September 4, 2023

**Ms. Donna Christene Q. Ramos**

Department of Philosophy and Social Science,  
VSU, Visca, Baybay, Leyte

*DPio-tech* *Q* *LOVA*

Dear Ms. Ramos:

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 August 1, 2023 as follows:

- |  |  |
|--|--|
| 1. Actual monthly basic salary as of July 31, 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 August 1, 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,

*Edgardo E. Tulin*  
**EDGARDO E. TULIN**  
President

Position Title: Instructor I

Salary Grade: 12

Item No. FY 2022 Plantilla of Personnel: INST1-44-2015

cc: RAO, HRMO, RSPPRO, PLBO