



Notice of Step Increment Due to Length of Service

June 19, 2025

MR. CHRISTIAN N. BACOLOD

Institute of Human Kinetics
VSU, Visca, Baybay, Leyte

Dear Mr. **Bacolod**:

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 February 15, 2025 as follows:

1. Actual monthly basic salary as of February 14, 2025
(SG 12, Step 1) ₱ 32,245.00
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective February 15, 2025 ₱ 32,529.00
(SG 12, Step 2)

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 2024 Plantilla of Personnel: INST1-33-1998