



VISAYAS
STATE UNIVERSITY

OFFICE OF THE PRESIDENT

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Notice of Step Increment Due to Length of Service

October 29, 2024

MR. ODELO B. BALDOS

Eco-Farm & Resource Management Institute
VSU, Visca, Baybay, Leyte

Handwritten signature and initials: 2/7hr

Dear Mr. Baldos:

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 **Agricultural Technician II** is hereby adjusted effective September 8, 2024 as follows:

1. Actual monthly basic salary as of September 7, 2024
(SG 8, Step 1) **P 20,534.00**
(246,408.00 p.a)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective September 8, 2024 **P 20,720.00**
(248,640.00 p.a)
(SG 8, 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,

Handwritten signature of Prose Ivy G. Yepes
PROSE-IVY G. YEPES
President

Position Title: Agricultural Technician II
Salary Grade: 8
Item No. FY 2024 Plantilla of Personnel: AGT2-1-1998

cc: RAO, HRMO, RSPPRO, PLBO