



Notice of Step Increment Due to Length of Service

October 29, 2024

MS. ANGELITA B. ORIAS

Institute of Tropical Ecology & Envi. Mgmt.
VSU, Visca, Baybay, Leyte

27/24

Dear Ms. Orias:

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 September 14, 2024 as follows:

1. Actual monthly basic salary as of September 13, 2024 **₱ 30,705.00**
(SG 12, Step 1) (368,460.00 p.a)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective September 14, 2024 **₱ 30,989.00**
(SG 12, Step 2) (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 2024 Plantilla of Personnel: INST1-47-2020

cc: RAO, HRMO, RSPPRO, PLBO