



Notice of Step Increment Due to Length of Service

February 2, 2024

Mr. Jovannemar P. Anire
National Coconut Research Center-Visayas
VSU, Visca, Baybay, Leyte

7/14/24 MB

Dear Mr. Anire:

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 November 25, 2023 as follows:

1. Actual monthly basic salary as of November 24, 2023
(SG 12, Step 1) **₱ 29,165.00**
(349,980.00 p.a.)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective November 25, 2023 **₱ 29,449.00**
(SG 12, Step 2) (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,


DANIEL LESLIE S. TAN
OIC-President

Position Title: Instructor I
Salary Grade: 12
Item No. FY 2022 Plantilla of Personnel: INST1-74-2016

cc: RAO, HRMO, RSPPRO, PLBO