



**VISAYAS**  
STATE UNIVERSITY

Visca Baybay City, Leyte 6521-A, Philippines  
Phone/Fax: 565-0600 local 563-7323  
Email Address: [prpeo@vsu.edu.ph](mailto:prpeo@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

## Notice of Step Increment Due to Length of Service

December 10, 2022

**Mr. Marjorie G. Amoto**   
Department of Veterinary Para-Clinical Sciences  
VSU, Visca, Baybay, Leyte

Dear Mr. Amoto:

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, 2022 as follows:

- |                                                                                                 |                                        |
|-------------------------------------------------------------------------------------------------|----------------------------------------|
| 1. Actual monthly basic salary as of November 24, 2022<br>(SG <u>12</u> , Step <u>1</u> )       | <b>₱ 27,608.00</b><br>(331,296.00 p.a) |
| 2. Add: one (I) Step Increment<br>Due to Length of Service                                      |                                        |
| 3. Adjusted monthly basic salary effective November 25, 2022<br>(SG <u>12</u> , Step <u>2</u> ) | <b>₱ 27,892.00</b><br>(334,704.00 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**  
President 

Position Title: Instructor I  
Salary Grade: 12  
Item No. FY 2020 Plantilla of Personnel: INST1-77-2016

cc: OHRA, ODHRM, OHRSPPR, OHPLB