



Notice of Step Increment Due to Length of Service

February 2, 2024

Prof. Alan B. Loreto
Phil Rootcrops Res & Trng Center
VSU, Visca, Baybay, Leyte

Dear Prof. Loreto:

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 **Professor II** is hereby adjusted effective December 1, 2023 as follows:

- | | |
|--|---|
| 1. Actual monthly basic salary as of November 30, 2023
(SG <u>25</u> , Step <u>6</u>) | P 111,348.00
(1,336,176.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective December 1, 2023
(SG <u>25</u> , Step <u>7</u>) | P 113,166.00
(1,357,992.00 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: Professor II

Salary Grade: 25

Item No. FY 2022 Plantilla of Personnel: PROF2-12-2011

cc: RAO, HRMO, RSPPRO, PLBO