



VISAYAS
STATE UNIVERSITY

OFFICE OF THE PRESIDENT
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Notice of Step Increment Due to Length of Service

October 29, 2024

MS. JESSAMINE C. ECLEO
Procurement Office
VSU, Visca, Baybay, Leyte

Cals 1.7.25

Dear Ms. Ecleo:

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 **Information Systems Analyst I** is hereby adjusted effective October 1, 2024 as follows:

- | | |
|---|---|
| 1. Actual monthly basic salary as of September 30, 2024
(SG <u>12</u> , Step <u>6</u>) | ₱ 32,162.00
(385,944.00 p.a.) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective October 1, 2024
(SG <u>12</u> , Step <u>7</u>) | ₱ 32,464.00
(389,568.00 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,

[Signature]
PROSE IVY G. YEPES
President

Position Title: Information Systems Analyst I
Salary Grade: 12
Item No. FY 2024 Plantilla of Personnel: INFOSA1-1-2002

cc: RAO, HRMO, RSPPRO, PLBO