



**Notice of Step Increment/s Due to Meritorious Performance**

May 18, 2023

**Dr. Manuel D. Gacutan Jr.** *4/9/23*  
Dept of Animal Science  
VSU, Visca, Baybay City, Leyte

Dear Dr. **Gacutan**:

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 **Associate Professor I** is hereby adjusted effective January 1, 2022 as follows:

1. Actual monthly basic salary as of January 1, 2022 ₱ 49,835.00 (598,020.00 p. a.)  
(SG19, Step 1)
- 2 Add: Two (2) Step Increment/s  
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2022 ₱ 51,325.00 (615,900.00 p. a.)  
(SG 19, Step 3)

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*  
**EDGARDO E. TULIN**  
President

Position Title: Associate Professor I  
Salary Grade: 19  
Item No. FY 2022 Plantilla of Personnel: APRO1-16-2019

cc: RAO, HRMO, RSPPRO, PLBO