



Notice of Step Increment Due to Length of Service

June 19, 2025

MS. MARIA ARIES O. POLIQUIT

Department of Business and Management
VSU, Visca, Baybay, Leyte

Dear Ms. **Poliquit**:

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 March 21, 2025 as follows:

- | | |
|--|--------------------|
| 1. Actual monthly basic salary as of March 20, 2025
(SG <u>12</u> , Step <u>1</u>) | <u>₱ 32,245.00</u> |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective March 21, 2025
(SG <u>12</u> , Step <u>2</u>) | <u>₱ 32,529.00</u> |

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,


PROSE IVY G. YEPES
President

Position Title: Instructor I
Salary Grade: 12
Item No. FY 2024 Plantilla of Personnel: INST1-44-2020