



Notice of Step Increment Due to Length of Service

August 20, 2024

Mr. Jerome O. Arribado 
Eco-Farm & Resource Management Institute
VSU, Visca, Baybay, Leyte

Dear Mr. Arribado:

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 15, 2024 as follows:

- | | |
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| 1. Actual monthly basic salary as of March 14, 2024
(SG <u>12</u> , Step <u>1</u>) | P 30,705.00
(368,460.00 p.a) |
| 2. Add: one (I) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective March 15, 2024
(SG <u>12</u> , Step <u>2</u>) | P 30,989.00
(371,868.00 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,



PROSE IVY G. YEPES
President

Position Title: Instructor I
Salary Grade: 12
Item No. FY 2022 Plantilla of Personnel: INST1-10-2017

This cancels and replaces the NOSI issued on May 31, 2024.

cc: RAO, HRMO, RSPPRO, PLBO