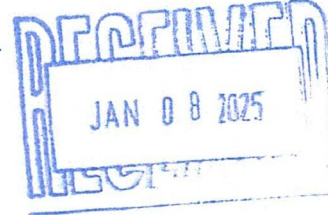




Notice of Step Increment/s Due to Meritorious Performance

November 28, 2024

MS. MA. GRACE M. SUMARIA *12/8/25*
Dept of Agricultural & Biosystems Engineering
VSU, Visca, Baybay City, Leyte



Dear Ms. Sumaria:

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 January 1, 2023, as follows:

1. Actual monthly basic salary as of January 1, 2023, ₱ 30,028.00
(SG 12, Step 4)
2. Add: Two (2) Step Increment/s
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2023, ₱ 30,622.00
(SG 12, Step 6)

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: INST1-34-2015