



**Notice of Step Increment Due to Length of Service**

February 2, 2024

**Dr. Rotacio S. Gravoso**  
Dept of Dev't Communication  
VSU, Visca, Baybay, Leyte


Dear Dr. Gravoso:

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 **Professor VI** is hereby adjusted effective November 2, 2023 as follows:

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| 1. Actual monthly basic salary as of November 1, 2023<br>(SG <u>30</u> , Step <u>6</u> )       | <b>₱ 205,151.00</b><br>(2,461,812.00 p.a.) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                     |  |
| 3. Adjusted monthly basic salary effective November 2, 2023<br>(SG <u>30</u> , Step <u>7</u> ) | <b>₱ 208,499.00</b><br>(2,501,988.00 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,

  
**DANIEL LESLIE S. TAN**  
OIC-President

Position Title: Professor VI  
Salary Grade: 30  
Item No. FY 2022 Plantilla of Personnel: PROF6-15-2016

cc: RAO, HRMO, RSPPRO, PLBO