




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

August 20, 2024

Mr. Malvin B. Datan   
Department of Horticulture  
VSU, Visca, Baybay, Leyte

Dear Mr. Datan:

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 17, 2024 as follows:

- |  |   |
|--|---|
| 1. Actual monthly basic salary as of March 16, 2024<br>(SG <u>12</u> , Step <u>1</u> )       | <b>P 30,705.00</b><br>(368,460.00 p.a.) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                   |   |
| 3. Adjusted monthly basic salary effective March 17, 2024<br>(SG <u>12</u> , Step <u>2</u> ) | <b>P 30,989.00</b><br>(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: INST1-29-2016

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

cc: RAO, HRMO, RSPPRO, PLBO