



Notice of Step Increment Due to Length of Service

October 30, 2025

DR. BERNA LOU A. REGIS

Institute of Tropical Ecology and Environmental Science
VSU, Visca, Baybay, Leyte

Dear Dr. Regis:

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 **Assistant Professor IV** is hereby adjusted effective September 15, 2025 as follows:

- | | |
|--|--------------------|
| 1. Actual monthly basic salary as of September 14, 2025
(SG <u>18</u> , Step <u>1</u>) | <u>₱ 51,304.00</u> |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective September 15, 2025
(SG <u>18</u> , Step <u>2</u>) | <u>₱ 51,832.00</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: Assistant Professor IV

Salary Grade: 18

Item No. FY 2024 Plantilla of Personnel: AP4-16-2022