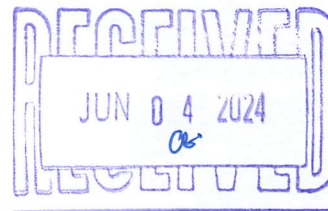




**Notice of Step Increment Due to Length of Service**

May 31, 2024

**Ms. Mauren Joy F. Manadong**  
Department of Tourism and Hospitality Management  
VSU, Visca, Baybay, Leyte




Dear Ms. Manadong:

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 24, 2024 as follows:

- |  |  |
|--|--|
| 1. Actual monthly basic salary as of March 23, 2024<br>(SG <u>12</u> , Step <u>1</u> )       | <b>₱ 29,165.00</b><br>(349,980.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                   |  |
| 3. Adjusted monthly basic salary effective March 24, 2024<br>(SG <u>12</u> , Step <u>2</u> ) | <b>₱ 29,449.00</b><br>(353,388.00 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: INST1-49-2020

cc: RAO, HRMO, RSPPRO, PLBO