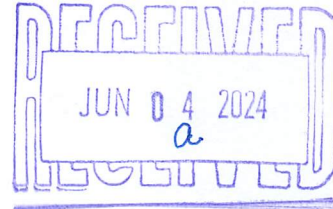




Notice of Step Increment Due to Length of Service

May 31, 2024

Prof. Manuel E. Casangcapan
Department of Agricultural and BioSystems Engineering
VSU, Visca, Baybay, Leyte




Dear Prof. **Casangcapan**:

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 **Associate Professor II** is hereby adjusted effective January 1, 2024 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of December 31, 2023
(SG <u>20</u> , Step <u>3</u>) | ₱ 59,030.00
(708,360.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective January 1, 2024
(SG <u>20</u> , Step <u>4</u>) | ₱ 59,892.00
(718,704.00 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: Associate Professor II
Salary Grade: 20
Item No. FY 2022 Plantilla of Personnel: APRO2-23-2022

cc: RAO, HRMO, RSPPRO, PLBO