



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE PRESIDENT**

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

June 28, 2024

**Engr. Ayrton John V. Bantay**  
Department of Mechanical Engineering  
VSU, Visca, Baybay, Leyte


Dear Engr. **Bantay**:

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 April 4, 2024 as follows:

1. Actual monthly basic salary as of April 3, 2024  
(SG 12, Step 1) **₱ 29,165.00**  
(349,980.00 p.a)
2. Add: one (1) Step Increment  
Due to Length of Service
3. Adjusted monthly basic salary effective April 4, 2024  
(SG 12, Step 2) **₱ 29,449.00**  
(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: INST1-39-2016

cc: RAO, HRMO, RSPPRO, PLBO

