

## OFFICE OF THE PRESIDENT

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## Notice of Step Increment Due to Length of Service

July 9, 2021

Mr. Jed Asaph D. Cortes VSU, Visca, Baybay, Leyte

Dear Mr. Cortes:

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 July 25, 2021 as follows:

1. Actual monthly basic salary as of July 24, 2021 (SG 12, Step 2)

₱ 26,336.00 (316,032.00 p.a)

- 2. Add: one (I) Step Increment Due to Length of Service
- 3. Adjusted monthly basic salary effective July 25, 2021 (SG 12, Step 3)

₱ 26,624.00 (319,488.00 p.a)

The salary adjustment is subject to review and post-audit, and to appropriate readjustment and refund if found not in order.

Very truly yours,

President

Position Title: Instructor I

Salary Grade: 12

Item No. FY 2020 Plantilla of Personnel: INST1-48-2002

cc: OHRA, ODHRM, OHRSPPR, OHPLB

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.