



Notice of Step Increment Due to Length of Service

February 2, 2024

Mr. Benito D. Javier
Guesthouse
VSU, Visca, Baybay, Leyte

2/15/24

Dear Mr. Javier:

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 **Household Attendant I** is hereby adjusted effective October 1, 2023 as follows:

- | | |
|------------------------------------------------------------------------------|----------------------------------------|
| 1. Actual monthly basic salary as of September 30, 2023
(SG 3, Step 3) | P 14,905.00
(178,860.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective October 1, 2023
(SG 3, Step 4) | P 15,020.00
(180,240.00 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,

DANIEL LESLIE S. TAN
OIC-President

Position Title: Household Attendant I
Salary Grade: 3
Item No. FY 2022 Plantilla of Personnel: HHA1-3-1998

cc: RAO, HRMO, RSPPRO, PLBO