



Notice of Step Increment Due to Length of Service

October 29, 2024

MR. NOE A. PASILABAN

Office of the University Disaster & Risk Reduction Management
VSU, Visca, Baybay, Leyte

Dear Mr. **Pasilaban**:

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 **Security Guard II** is hereby adjusted effective September 1, 2024 as follows:

1. Actual monthly basic salary as of August 31, 2024
(SG 5, Step 1) **₱ 17,205.00**
(206,460.00 p.a)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective September 1, 2024 **₱ 17,338.00**
(208,056.00 p.a)
(SG 5, Step 2)

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: Security Guard II

Salary Grade: 5

Item No. FY 2024 Plantilla of Personnel: SECG2- 3-1998

cc: RAO, HRMO, RSPPRO, PLBO


2024-10-29
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