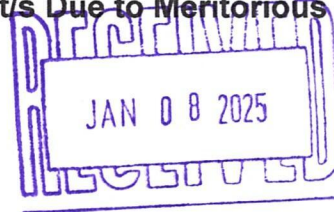




Notice of Step Increment/s Due to Meritorious Performance



November 28, 2024

MS. MA. ROBERTA S. MIRAFLOR

Office of the Vice President for Administration and Finance
VSU, Visca, Baybay City, Leyte

Dear Ms. **Miraflor**:

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 **Administrative Officer II** is hereby adjusted effective January 1, 2023, as follows:

1. Actual monthly basic salary as of January 1, 2023, ₱ 28,462.00
(SG 11, Step 6)
- 2 Add: Two (2) Step Increment/s
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2023, ₱ 29,075.00
(SG 11, Step 8)

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: Administrative Officer II

Salary Grade: 11

Item No. FY 2022 Plantilla of Personnel: ADOF2-29-2004

cc: RAO, RSPPRO, PLBO, MA. ROBERTA S. MIRAFLOR