



Notice of Step Increment Due to Length of Service

October 29, 2024

MS. MICHELLE A. BORLEO
College of Engineering and Technology
VSU, Visca, Baybay, Leyte


Dear Ms. Borleo:

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 Aide VI** is hereby adjusted effective August 2, 2024 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of August 1, 2024
(SG <u>6</u> , Step <u>1</u>) | ₱ 18,255.00
(219,060.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective August 2, 2024
(SG <u>6</u> , Step <u>2</u>) | ₱ 18,396.00
(220,752.00 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: Administrative Aide VI
Salary Grade: 6
Item No. FY 2024 Plantilla of Personnel: ADA6- 82-2004