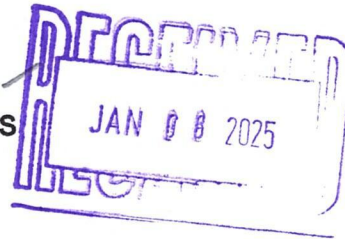




**Notice of Step Increment/s Due to Meritorious Performance**

November 28, 2024

**MR. JESUS FREDDY M. BALDOS**  
Admissions Office  
VSU, Visca, Baybay City, Leyte



*DMB* 3 Feb 2025

Dear Mr. Baldos:

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 V** is hereby adjusted effective January 1, 2023, as follows:

1. Actual monthly basic salary as of January 1, 2023, ₱ 48,253.00  
(SG 18, Step 4)
- 2 Add: Two (2) Step Increment/s  
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2023, ₱ 49,305.00  
(SG 18, Step 6)

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 V  
Salary Grade: 18  
Item No. FY 2022 Plantilla of Personnel: ADOF5-15-2004