



Handwritten signature and date 9/4/24

Notice of Step Increment Due to Length of Service

August 20, 2024

Engr. Phloem D. Galupo

Office of the Head for Building & Housing Maintenance
VSU, Visca, Baybay, Leyte

Dear Engr. **Galupo**:

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 **Engineer III** is hereby adjusted effective March 1, 2024 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of February 29, 2024
(SG <u>19</u> , Step <u>1</u>) | P 53,873.00
(646,476.00 p.a) |
| 2. Add: one (I) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective March 1, 2024
(SG <u>19</u> , Step <u>2</u>) | P 54,649.00
(655,788.00 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: Engineer III

Salary Grade: 19

Item No. FY 2022 Plantilla of Personnel: ENG3-1-2013

This cancels and replaces the NOSI issued on May 31, 2024.

cc: RAO, HRMO, RSPPRO, PLBO