



Notice of Step Increment Due to Length of Service

February 2, 2024

Ms. Jenefer B. Jayme

Recruitment Selection Placement and Personnel Records Office
VSU, Visca, Baybay, Leyte

Dear Ms. Jayme:

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 IV** is hereby adjusted effective November 16, 2023 as follows:

- | | |
|--|--|
| 1. Actual monthly basic salary as of November 15, 2023
(SG 4, Step 1) | ₱ 15,586.00
(187,032.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective November 16, 2023
(SG 4, Step 2) | ₱ 15,706.00
(188,472.00 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,

DANIEL LESLIE S. TAN
OIC-President

Position Title: Administrative Aide IV

Salary Grade: 4

Item No. FY 2022 Plantilla of Personnel: ADA4-145-2004

cc: RAO, HRMO, RSPPRO, PLBO