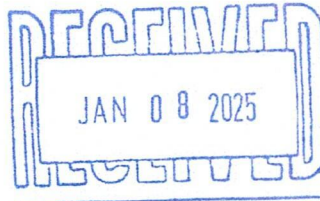


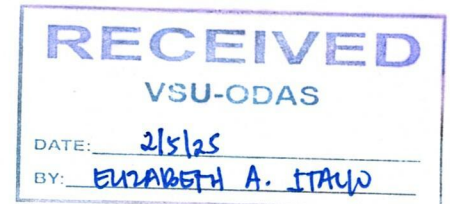


**Notice of Step Increment/s Due to Meritorious Performance**

**ATTY. RYSAN C. GUINOCOR**  
Administrative Services Office  
VSU, Visca, Baybay City, Leyte



November 28, 2024




Dear Atty. Guinocor:

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

1. Actual monthly basic salary as of January 1, 2023,  
(SG 24, Step 1) ₱ 90,078.00
2. Add: Two (2) Step Increment/s  
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2023,  
(SG 24, Step 3) ₱ 93,043.00

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: Chief Administrative Officer  
Salary Grade: 24  
Item No. FY 2022 Plantilla of Personnel: CADO-3-2004