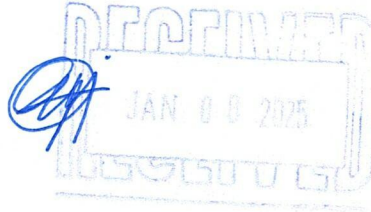




Notice of Step Increment/s Due to Meritorious Performance

November 28, 2024

MS. QUEEN-EVER Y. ATUPAN
Cash Office
VSU, Visca, Baybay City, Leyte




Dear Ms. Atupan:

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

1. Actual monthly basic salary as of January 1, 2023, ₱ 72,577.00
(SG 22, Step 2)
2. Add: Two (2) Step Increment/s
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2023, ₱ 74,762.00
(SG 22, Step 4)

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: Supervising Administrative Officer
Salary Grade: 22
Item No. FY 2022 Plantilla of Personnel: SADO-10-2004