



## Notice of Step Increment Due to Length of Service

June 19, 2025

**MR. GASPAR S. ARPOCEPLE**

Plumbing and Sanitation office

VSU, Visca, Baybay, Leyte

Dear Mr. **Arpoceple**:

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 Assistant II** is hereby adjusted effective March 15, 2025 as follows:

1. Actual monthly basic salary as of March 14, 2025  
(SG 8, Step 1) ₱ 21,448.00
2. Add: one (1) Step Increment  
Due to Length of Service
3. Adjusted monthly basic salary effective March 15, 2025 ₱ 21,642.00  
(SG 8, Step 2)

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 Assistant II

Salary Grade: 8

Item No. FY 2024 Plantilla of Personnel: ADAS2-50-2004