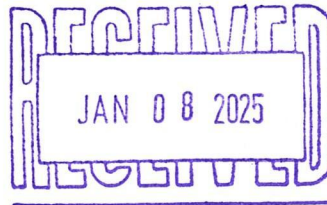




Notice of Step Increment Due to Length of Service



December 10, 2024

MR. JESUS FREDDY M. BALDOS

Admissions Office

VSU, Visca, Baybay, Leyte


Dear Mr. **Baldos**:

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 Officer V** is hereby adjusted effective June 15, 2024 as follows:

1. Actual monthly basic salary as of June 14, 2024 ₱ 51,721.00
(SG 18, Step 6)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective June 15, 2024 ₱ 52,282.00
(SG 18, Step 7)

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 Officer V

Salary Grade: 18

Item No. FY 2024 Plantilla of Personnel: ADOF5-15-2004

This supersedes and replaces the NOSI issued on October 29, 2024.

cc: RAO, RSPPRO, PLBO, JESUS FREDDY M. BALDOS