

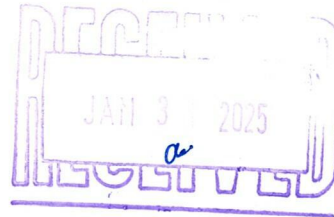


Notice of Step Increment Due to Length of Service

January 13, 2025

MR. CHARLITO V. RABANOS

Motor Pool Services Unit
VSU, Visca, Baybay, Leyte




Dear Mr. **Rabanos**:

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 3, 2024 as follows:

- | | |
|---|--------------------|
| 1. Actual monthly basic salary as of November 2, 2024 (SG <u>4</u> , Step <u>5</u>) | <u>₱ 16,714.00</u> |
| 2. Add: one (1) Step Increment Due to Length of Service | |
| 3. Adjusted monthly basic salary effective November 3, 2024 (SG <u>4</u> , Step <u>6</u>) | <u>₱ 16,841.00</u> |

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 Aide IV

Salary Grade: 4

Item No. FY 2024 Plantilla of Personnel: ADA4-121-2004

cc: RAO, RSPPRO, PLBO, CHARLITO V. RABANOS

Handwritten notes:
plus 675
plus 2/8/24