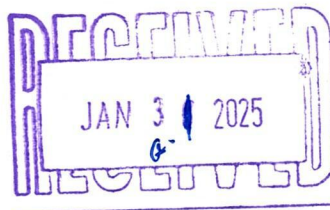




Notice of Step Increment Due to Length of Service

January 13, 2025

MS. MARY ANN D. JOYA
VSU Manila
VSU, Visca, Baybay, Leyte




Dear Ms. Joya:

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 **Guesthouse Caretaker** is hereby adjusted effective November 3, 2024 as follows:

1. Actual monthly basic salary as of November 2, 2024
(SG 2, Step 5) ₱ 14,818.00
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective November 3, 2024
(SG 2, Step 6) ₱ 14,931.00

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: Guesthouse Caretaker
Salary Grade: 2
Item No. FY 2024 Plantilla of Personnel: GUESTC-1-2002