



Notice of Step Increment Due to Length of Service

February 2, 2024

Ms. Jocelyn T. Co
Finance Management Office
VSU, Visca, Baybay, Leyte

Dear Ms. Co:

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 VI** is hereby adjusted effective October 1, 2023 as follows:

- | | |
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| 1. Actual monthly basic salary as of September 30, 2023
(SG <u>6</u> , Step <u>3</u>) | P 17,824.00
(213,888.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective October 1, 2023
(SG <u>6</u> , Step <u>4</u>) | P 17,962.00
(215,544.00 p.a) |

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,

DANIEL LESLIE S. TAN
OIC-President

Position Title: Administrative Aide VI
Salary Grade: 6
Item No. FY 2022 Plantilla of Personnel: ADA6- 99-2004

cc: RAO, HRMO, RSPPRO, PLBO