



**Notice of Step Increment Due to Length of Service**

February 2, 2024

**Mr. Carlos B. Montajes**  
Dept of Agricultural & Biosystems Engineering  
VSU, Visca, Baybay, Leyte

Dear Mr. Montajes:

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 I** is hereby adjusted effective November 2, 2023 as follows:

- |   |  |
|---|--|
| 1. Actual monthly basic salary as of November 1, 2023<br>(SG <u>1</u> , Step <u>4</u> )       | <b>₱ 13,329.00</b><br>(159,948.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                    |  |
| 3. Adjusted monthly basic salary effective November 2, 2023<br>(SG <u>1</u> , Step <u>5</u> ) | <b>₱ 13,441.00</b><br>(161,292.00 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 I  
Salary Grade: 1  
Item No. FY 2022 Plantilla of Personnel: ADA1-167-2004

cc: RAO, HRMO, RSPPRO, PLBO