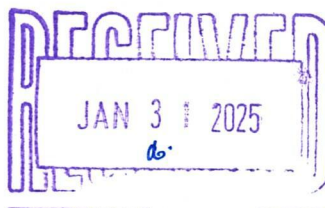




Notice of Step Increment Due to Length of Service

January 13, 2025

MR. ROGER T. MUAÑA
Motor Pool Services Unit
VSU, Visca, Baybay, Leyte



Dear Mr. **Muaña**:

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 November 5, 2024 as follows:

1. Actual monthly basic salary as of November 4, 2024 ₱ 18,396.00
(SG 6, Step 2)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective November 5, 2024 ₱ 18,537.00
(SG 6, Step 3)

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 VI
Salary Grade: 6
Item No. FY 2024 Plantilla of Personnel: ADA6-113-2004

cc: RAO, RSPPRO, PLBO, ROGER T. MUAÑA

*Done by
Mw 2/6/25*