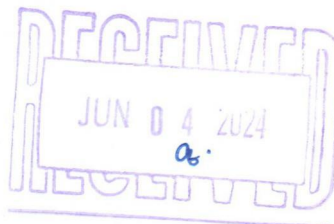




Notice of Step Increment Due to Length of Service

May 31, 2024

Mr. Alex P. Bagarinao 
Records and Archives Office
VSU, Visca, Baybay, Leyte



Dear Mr. Bagarinao:

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 II** is hereby adjusted effective February 2, 2024 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of February 1, 2024
(SG 2, Step 3) | P 14,032.00
(168,384.00 p.a) |
| 2. Add: one (I) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective February 2, 2024
(SG 2, Step 4) | P 14,140.00
(169,680.00 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,


PROSE IVY G. YEPES
President

Position Title: Administrative Aide II
Salary Grade: 2
Item No. FY 2022 Plantilla of Personnel: ADA2-135-2004

cc: RAO, HRMO, RSPPRO, PLBO