



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

December 10, 2024

**MS. PEARL P. VISTAL**  
Records and Archives Office  
VSU, Visca, Baybay, Leyte


Dear Ms. Vistal:

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 June 1, 2024 as follows:

- |   |                    |
|---|--------------------|
| 1. Actual monthly basic salary as of May 31, 2024<br>(SG <u>6</u> , Step <u>3</u> )       | <u>₱ 18,537.00</u> |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                |                    |
| 3. Adjusted monthly basic salary effective June 1, 2024<br>(SG <u>6</u> , Step <u>4</u> ) | <u>₱ 18,680.00</u> |

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: ADA6-103-2004

*This supersedes and replaces the NOSI issued on October 29, 2024.*

cc: RAO, RSPPRO, PLBO, PEARL P. VISTAL