



Notice of Step Increment Due to Length of Service

October 29, 2024

MR. ARTURO B. ALBA JR.
Institute of Human Kinetics
VSU, Visca, Baybay, Leyte

2/27/2025

Dear Mr. Alba:

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 III** is hereby adjusted effective September 1, 2024 as follows:

1. Actual monthly basic salary as of August 31, 2024
(SG 3, Step 1) **₱ 15,265.00**
(183,180.00 p.a.)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective September 1, 2024 **₱ 15,384.00**
(SG 3, Step 2) (184,608.00 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 III
Salary Grade: 3
Item No. FY 2024 Plantilla of Personnel: ADA3-215-2004