



Notice of Step Increment Due to Length of Service

February 2, 2024

Mr. Joie Proceso S. Caintic
University Disaster and Risk Reduction Management
VSU, Visca, Baybay, Leyte

Dear Mr. Caintic:

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 15, 2023 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of September 14, 2023
(SG <u>3</u> , Step <u>2</u>) | ₱ 14,792.00
(177,504.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective September 15, 2023
(SG <u>3</u> , Step <u>3</u>) | ₱ 14,905.00
(178,860.00 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 III
Salary Grade: 3
Item No. FY 2022 Plantilla of Personnel: ADA3-175-2004