

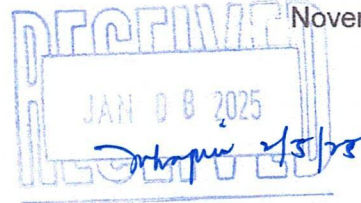


**Notice of Step Increment/s Due to Meritorious Performance**

November 28, 2024

**MS. WILMA V. NAPIERE**

Accounting Office  
VSU, Visca, Baybay City, Leyte



Dear Ms. Napiere:

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 Assistant II** is hereby adjusted effective January 1, 2023, as follows:

1. Actual monthly basic salary as of January 1, 2023, ₱ 19,744.00  
(SG 8, Step 1)
2. Add: Two (2) Step Increment/s  
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2023, ₱ 20,104.00  
(SG 8, 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 Assistant II  
Salary Grade: 8  
Item No. FY 2022 Plantilla of Personnel: ADAS2-48-2004