



## Notice of Step Increment Due to Length of Service

June 19, 2025

**MR. ARNIEL S. CORTEZ**  
Physical Plant Office  
VSU, Visca, Baybay, Leyte

Dear Mr. **Cortez**:

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 **Heavy Equipment Operator II** is hereby adjusted effective March 16, 2025 as follows:

- |   |                    |
|---|--------------------|
| 1. Actual monthly basic salary as of March 15, 2025<br>(SG <u>6</u> , Step <u>1</u> )       | <u>₱ 18,957.00</u> |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                  |                    |
| 3. Adjusted monthly basic salary effective March 16, 2025<br>(SG <u>6</u> , Step <u>2</u> ) | <u>₱ 19,098.00</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: Heavy Equipment Operator II  
Salary Grade: 6  
Item No. FY 2024 Plantilla of Personnel: HEO2-1- 2002