



## Notice of Step Increment Due to Length of Service

June 19, 2025

**MR. NICOLAS NELSON R. VALENZONA**

Building and Housing Maintenance

VSU, Visca, Baybay, Leyte

Dear Mr. Valenzona:

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 V** is hereby adjusted effective March 1, 2025 as follows:

1. Actual monthly basic salary as of February 28, 2025  
(SG 5, Step 2) ₱ 18,000.00
2. Add: one (1) Step Increment  
Due to Length of Service
3. Adjusted monthly basic salary effective March 1, 2025  
(SG 5, Step 3) ₱ 18,133.00

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 V

Salary Grade: 5

Item No. FY 2024 Plantilla of Personnel: ADA5- 63-2004