



**Notice of Step Increment Due to Length of Service**

August 20, 2024

**Ms. Gay S. Fernandez** - *H'9/3/24*  
University Services Health, Emergency & Rescue  
VSU, Visca, Baybay, Leyte

Dear Ms. **Fernandez**:

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 **Medical Technologist II** is hereby adjusted effective April 5, 2024 as follows:

- |   |  |
|---|--|
| 1. Actual monthly basic salary as of April 4, 2024<br>(SG <u>15</u> , Step <u>1</u> )       | <b>₱ 38,413.00</b><br>(460,956.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                  |  |
| 3. Adjusted monthly basic salary effective April 5, 2024<br>(SG <u>15</u> , Step <u>2</u> ) | <b>₱ 38,810.00</b><br>(465,720.00 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: Medical Technologist II  
Salary Grade: 15  
Item No. FY 2022 Plantilla of Personnel: MDTK2-1-2002

*This cancels and replaces the NOSI issued on May 31, 2024.*

cc: RAO, HRMO, RSPPRO, PLBO