



Notice of Step Increment Due to Length of Service

June 19, 2025

MS. MERCEDES V. FORNES

University Learning Commons (Library)
VSU, Visca, Baybay, Leyte

Dear Ms. Fornes:

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 May 10, 2025 as follows:

- | | |
|---|--------------------|
| 1. Actual monthly basic salary as of May 09, 2025
(SG <u>3</u> , Step <u>5</u>) | <u>₱ 16,329.00</u> |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective May 10, 2025
(SG <u>3</u> , Step <u>6</u>) | <u>₱ 16,448.00</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: Administrative Aide III

Salary Grade: 3

Item No. FY 2024 Plantilla of Personnel: ADA3-193-2004