



**VISAYAS**  
STATE UNIVERSITY

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

October 29, 2024

**MR. MIZAEL B. CERNA**

Institute for Strategic Research & Development Studies  
VSU, Visca, Baybay, Leyte

Dear Mr. Cerna:

*[Handwritten signature]* 2/7/25

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 August 3, 2024 as follows:

- |   |   |
|---|---|
| 1. Actual monthly basic salary as of August 2, 2024<br>(SG <u>3</u> , Step <u>3</u> )       | <b>P 15,501.00</b><br>(186,012.00 p.a.) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                  |   |
| 3. Adjusted monthly basic salary effective August 3, 2024<br>(SG <u>3</u> , Step <u>4</u> ) | <b>P 15,621.00</b><br>(187,452.00 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,

*[Handwritten signature]*  
**PROSE IVY G. YEPES**  
President

Position Title: Administrative Aide III

Salary Grade: 3

Item No. FY 2024 Plantilla of Personnel: ADA3-159-2004

cc: RAO, HRMO, RSPPRO, PLBO