



Notice of Step Increment Due to Length of Service

August 20, 2024

Mr. Rafael B. Vergara Jr.
Instruction and Evaluation Office
VSU, Visca, Baybay, Leyte

P. 9/3/24

Dear Mr. Vergara:

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 VI** is hereby adjusted effective February 17, 2024 as follows:

- | | |
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| 1. Actual monthly basic salary as of February 16, 2024
(SG <u>6</u> , Step <u>1</u>) | ₱ 18,255.00
(219,060.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective February 17, 2024
(SG <u>6</u> , Step <u>2</u>) | ₱ 18,396.00
(220,752.00 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: Administrative Aide VI
Salary Grade: 6
Item No. FY 2022 Plantilla of Personnel: ADA6- 84-2004

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

cc: RAO, HRMO, RSPPRO, PLBO