



Notice of Step Increment Due to Length of Service

October 29, 2024

MR. VIRGILIO A. ESCASINAS

Office of the University Disaster & Risk Reduction Management
VSU, Visca, Baybay, Leyte

Dear Mr. Escasinas:

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 **Security Guard III** is hereby adjusted effective September 1, 2024 as follows:

- | | |
|--|--|
| 1. Actual monthly basic salary as of August 31, 2024
(SG 8, Step 1) | ₱ 20,534.00
(246,408.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective September 1, 2024
(SG 8, Step 2) | ₱ 20,720.00
(248,640.00 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: Security Guard III

Salary Grade: 8

Item No. FY 2024 Plantilla of Personnel: SECG3- 4-2010

cc: RAO, HRMO, RSPPRO, PLBO

Handwritten notes:
Jude P. to sum
10-27-2024
9.58