



Notice of Step Increment Due to Length of Service

October 30, 2025

MR. ROLANDO I. ORACION

Faculty of Agriculture and Food Science
VSU, Visca, Baybay, Leyte

Dear Mr. Oracion:

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 I** is hereby adjusted effective September 28, 2025 as follows:

1. Actual monthly basic salary as of September 27, 2025 ₱ 14,626.00
(SG 1, Step 6)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective September 28, 2025 ₱ 14,743.00
(SG 1, Step 7)

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 I

Salary Grade: 1

Item No. FY 2024 Plantilla of Personnel: ADA1-175-2004