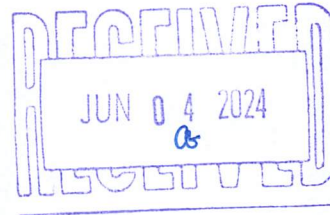




**Notice of Step Increment Due to Length of Service**

**Ms. Elizabeth B. Albiso**  
Office of the President  
VSU, Visca, Baybay, Leyte



May 31, 2024


Dear Ms. Albiso:

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 IV** is hereby adjusted effective March 1, 2024 as follows:

- |  |  |
|--|--|
| 1. Actual monthly basic salary as of February 29, 2024<br>(SG 4, Step 7)   | <b>₱ 16,318.00</b><br>(195,816.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                 |  |
| 3. Adjusted monthly basic salary effective March 1, 2024<br>(SG 4, Step 8) | <b>₱ 16,443.00</b><br>(197,316.00 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 IV  
Salary Grade: 4  
Item No. FY 2022 Plantilla of Personnel: ADA4-111-2004

cc: RAO, HRMO, RSPPRO, PLBO.