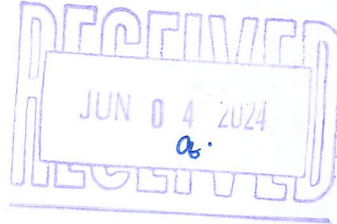




**Notice of Step Increment Due to Length of Service**

May 31, 2024

**Mr. Alex P. Bagarinao**  
Records and Archives Office  
VSU, Visca, Baybay, Leyte



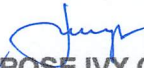
Dear Mr. **Bagarinao**:

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 II** is hereby adjusted effective February 2, 2024 as follows:

- |   |  |
|---|--|
| 1. Actual monthly basic salary as of February 1, 2024<br>(SG 2, Step 3)       | <b>₱ 14,032.00</b><br>(168,384.00 p.a) |
| 2. Add: one (I) Step Increment<br>Due to Length of Service                    |  |
| 3. Adjusted monthly basic salary effective February 2, 2024<br>(SG 2, Step 4) | <b>₱ 14,140.00</b><br>(169,680.00 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 II  
Salary Grade: 2  
Item No. FY 2022 Plantilla of Personnel: ADA2-135-2004

cc: RAO, HRMO, RSPPRO, PLBO