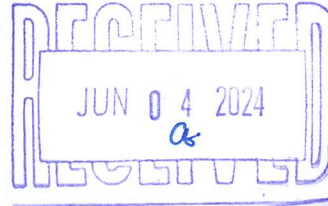




Notice of Step Increment Due to Length of Service

May 31, 2024

Ms. Ma. Melissa F. Mendoza
Cash Office
VSU, Visca, Baybay, Leyte



Dear Ms. **Mendoza**:

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
(SG 4, Step 7) | ₱ 16,318.00
(195,816.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective March 1, 2024
(SG 4, Step 8) | ₱ 16,443.00
(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: ADA4-116-2004

cc: RAO, HRMO, RSPPRO, PLBO