



Notice of Step Increment Due to Length of Service

October 30, 2025

Mr. Jaime A. Caballero

Motor Pool Services Unit

VSU, Visca, Baybay, Leyte

Dear Sir

Pursuant to the 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 III** is hereby adjusted effective August 01, 2025 as follows:

- | | |
|--|----------------------------------|
| 1. Actual monthly basic salary as of August 01, 2025
(SG <u>3</u> , Step <u>3</u>) | ₱ 16,088.00
(193,056.00 p.a.) |
| 2. Add: Four (4) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective August 01, 2025
(SG <u>3</u> , Step <u>4</u>) | ₱ 16,208.00
(194,496.00 p.a.) |

This salary adjustment is subject to review and post-audit, and to appropriate readjustment and refund if found not in order.

Very truly yours,

PROSE IVY G. YEPES

President

Position Title: Administrative Aide III

Salary Grade: 3

Item No. FY 2020 Plantilla of Personnel: ADA3-182-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB