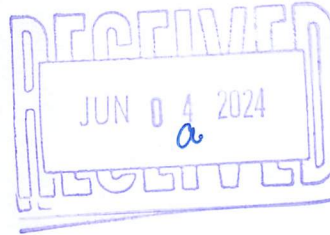




Notice of Step Increment Due to Length of Service

May 31, 2024

Mr. Vicente A. Gilos
University Learning Commons
VSU, Visca, Baybay, Leyte



Dear Mr. **Gilos**:

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

- | | |
|---|--|
| 1. Actual monthly basic salary as of February 29, 2024
(SG <u>22</u> , Step <u>1</u>) | ₱ 71,511.00
(858,132.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective March 1, 2024
(SG <u>22</u> , Step <u>2</u>) | ₱ 72,577.00
(870,924.00 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: College Librarian IV
Salary Grade: 22
Item No. FY 2022 Plantilla of Personnel: CL4- 1-2001

cc: RAO, HRMO, RSPPRO, PLBO