

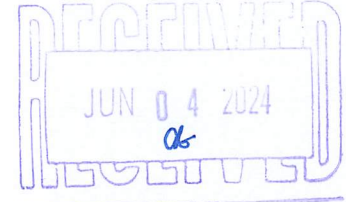


Notice of Step Increment Due to Length of Service

May 31, 2024

Ms. Jennifer E. Ando

Recruitment Selection Placement and Personnel Records Office
VSU, Visca, Baybay, Leyte



Dear Ms. Ando:

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 **Education Program Specialist II** is hereby adjusted effective February 15, 2024 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of February 14, 2024
(SG <u>16</u> , Step <u>4</u>) | P 40,935.00
(491,220.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective February 15, 2024
(SG <u>16</u> , Step <u>5</u>) | P 41,367.00
(496,404.00 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: Education Program Specialist II
Salary Grade: 16
Item No. FY 2022 Plantilla of Personnel: EPS2-2-2002

cc: RAO, HRMO, RSPPRO, PLBO