



VISAYAS
STATE UNIVERSITY

OFFICE OF THE PRESIDENT

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Notice of Step Increment Due to Length of Service

March 13, 2023

Mr. Allan R. Salentes
Office of the Director for Physical Plant
VSU, Visca, Baybay, Leyte

VINCENT ABILON

Dear Mr. **Salentes**:

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 **Draftsman III** is hereby adjusted effective March 1, 2023 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of February 28, 2023
(SG <u>11</u> , Step <u>2</u>) | ₱ 27,284.00
(327,408.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective March 1, 2023
(SG <u>11</u> , Step <u>3</u>) | ₱ 27,573.00
(330,876.00 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,

Edgardo E. Tulin
EDGARDO E. TULIN
President

Position Title: Draftsman III
Salary Grade: 11
Item No. FY 2023 Plantilla of Personnel: DFM3-1-2002

cc: OHRA, ODHRM, OHRSPPR, OHPLB