



VISAYAS
STATE UNIVERSITY

Office of the President

2/F Administration Building
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 563 7067
Email: op@vsu.edu.ph
Website: www.vsu.edu.ph

Notice of Step Increment Due to Length of Service

May 12, 2020

Mr. Rosalito A. Pugoy
DA
VSU, Visca, Baybay, Leyte

[Handwritten signature]
07/10/20

Dear Mr. Pugoy

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 **Farm Worker II** is hereby adjusted effective May 2, 2020 as follows:

- | | |
|--|--|
| 1. Actual monthly basic salary as of May 1, 2020
(SG <u>4</u> , Step <u>1</u>) | P 13,807.00
(165,684.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective May 2, 2020
(SG <u>4</u> , Step <u>2</u>) | P 13,914.00
(166,968.00 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,

[Handwritten signature]
EDGARDO E. TULIN
President

cc: Records, ODAHRD, PRPEO, Payroll

*Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.*

Control Number: 037