



**VISAYAS**  
STATE UNIVERSITY

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**Notice of Step Increment Due to Length of Service**

March 30, 2020

**Ms. Jennifer E. Ando**  
ODAHRD  
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 16, 2020 as follows:

- |   |  |
|---|--|
| 1. Actual monthly basic salary as of February 15, 2020<br>(SG <u>16</u> , Step <u>3</u> )       | <b>P 35,943.00.00</b><br>(431,316.00.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                      |  |
| 3. Adjusted monthly basic salary effective February 16, 2020<br>(SG <u>16</u> , Step <u>4</u> ) | <b>P 36,369.00.00</b><br>(436,428.00.00 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**  
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: 0777