



VISAYAS
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NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE

29-Novmeber-2018

Mr. Charlito V. Rabanos
GSD
Visayas State University
Baybay City, Leyte

[Handwritten signature] p/m/jk

Dear Mr. Rabanos:

Pursuant to the 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 **Administrative Aide IV SG- 4** is hereby adjusted effective **November 3, 2018** as follows :

1. Actual monthly basic salary as of November 2, 2018..... Php 12,884.00.00 (154,608.00.00 p.a.) (SG-4 Step 3)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective November 3, 2018...Php 12,990.00.00 (155,880.00.00p.a.) (SG-4 Step 4)

This salary adjustment is subject to review and post-audit, and to appropriate readjustment 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.