



**VISAYAS**  
STATE UNIVERSITY

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## Notice of Step Increment Due to Length of Service

December 10, 2022

**Mr. Toni Marc L. Dargantes**

Office of the Vice President for Planning, Resource Generation & Auxiliary Services  
VSU, Visca, Baybay, Leyte

Dear Mr. **Dargantes**:

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 **Administrative Assistant VI** is hereby adjusted effective December 1, 2022 as follows:

- |  |   |
|--|---|
| 1. Actual monthly basic salary as of November 30, 2022<br>(SG <u>12</u> , Step <u>2</u> )      | <b>₱ 27,892.00</b><br>(334,704.00 p.a.) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                     |   |
| 3. Adjusted monthly basic salary effective December 1, 2022<br>(SG <u>12</u> , Step <u>3</u> ) | <b>₱ 28,180.00</b><br>(338,160.00 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

Position Title: Administrative Assistant VI

Salary Grade: 12

Item No. FY 2020 Plantilla of Personnel: ADAS6-17-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB