




VISAYAS
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Notice of Step Increment Due to Length of Service

November 4, 2019

Mr. Jose F. Saulan 
Library
VSU, Visca, Baybay, Leyte


Dear: Mr. Saulan

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 I SG-1** is hereby adjusted effective **October 1, 2019** as follows:

1. Actual monthly basic salary as of September 30, 2019 (SG1, Step7) Php 11,635.00 (139,620.00 p.a.)
2. Add: one (1) Step Increment Due to Length of Service
3. Adjusted monthly basic salary effective October 1, 2019 (SG1, Step8) Php 11,732.00 (140,784.00 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.