



VISAYAS
STATE UNIVERSITY

OFFICE OF THE PRESIDENT

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Notice of Step Increment/s Due to Meritorious Performance

January 3, 2020

Engr. Sean O. Villagonzalo *for initials*

ICTMC

VSU, Visca, Baybay City, Leyte

Dear Engr. Villagonzalo:

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 Engineer III is hereby adjusted effective January 1, 2020 as follows:

1. Actual monthly basic salary as of January 1, 2020 ₱ 50,608.00 (607,296.00)
(SG19, Step 6)
2. Add: Two (2) Step Increment/s
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2020 ₱ 52,224.00 (626,688.00)
(SG 19, Step 8)

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
EDGARDO E. TULIN
President

Item No. ENG3-2-2009
FY 2019 Personal Services Itemization and/or
Plantilla of Personnel

cc: OHRA, ODHRM, OHRSPPR, OHPLB

Vision:
Mission:

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