



VISAYAS
STATE UNIVERSITY

OFFICE OF THE PRESIDENT

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Notice of Step Increment Due to Length of Service

April 20, 2023

Ms. Loregin S. Pugosa
Dept of Business Management
VSU, Visca, Baybay, Leyte

Ma 5/8/23

Dear Ms. **Pugosa**:

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 **Instructor I** is hereby adjusted effective April 3, 2023 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of April 2, 2023
(SG <u>12</u> , Step <u>2</u>) | ₱ 29,449.00
(353,388.00 p.a) |
| 2. Add: one (I) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective April 3, 2023
(SG <u>12</u> , Step <u>3</u>) | ₱ 29,737.00
(356,844.00 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: Instructor I
Salary Grade: 12
Item No. FY 2023 Plantilla of Personnel: INST1-40-2016

cc: OHRA, ODHRM, OHR5PPR, OHPLB