



VISAYAS
STATE UNIVERSITY

OFFICE OF THE PRESIDENT

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Notice of Step Increment Due to Length of Service

January 18, 2021

Mrs. Seregena Ruth L. Martinez *1/28/21*

DLABS

VSU, Visca, Baybay, Leyte

Dear Mrs. Martinez

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 **Associate Professor V** is hereby adjusted effective January 1, 2020 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of January 1, 2020
(SG <u>23</u> , Step <u>3</u>) | P 77,788.00
(933,456.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective January 1, 2020
(SG <u>23</u> , Step <u>4</u>) | P 79,034.00
(948,408.00 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
EDGARDO E. TULIN
President

cc: Records, ODAHRD, PRPEO, Payroll