



**VISAYAS**  
STATE UNIVERSITY

**Office of the President**

2/F Administration Building  
Visca, Baybay City, Leyte, PHILIPPINES  
Telefax: +63 53 563 7067  
Email: op@vsu.edu.ph  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

**Notice of Step Increment Due to Length of Service**

June 5, 2020

**Mr. Louis P. Prado**

DYDC

VSU, Visca, Baybay, Leyte

*h 7/6/20*

Dear Mr. Prado

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 II** is hereby adjusted effective June 16, 2020 as follows:

- |  |  |
|--|--|
| 1. Actual monthly basic salary as of June 15, 2020<br>(SG <u>8</u> , Step <u>2</u> )       | <b>P 17,663.00</b><br>(211,956.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                 |  |
| 3. Adjusted monthly basic salary effective June 16, 2020<br>(SG <u>8</u> , Step <u>3</u> ) | <b>P 17,823.00</b><br>(213,876.00 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

**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.

Control Number: 043