


Office of the President

2F, Administration Building, Visayas State University
 Visca, Baybay City, Leyte PHILIPPINES
 Phone/Fax: +63 53 563-7067
 Email: op@vsu.edu.ph
 Website: www.vsu.edu.ph

NOTICE OF STEP INCREMENT DUE TO MERITORIOUS PERFORMANCE

December 14, 2017

Ms. Myrna S. Pancito

Cash Division, VSU
 Baybay City, Leyte

Dear Ms. Pancito:

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 Officer III SG- 14** is hereby adjusted effective **January 1, 2017** as follows :

1. Actual monthly basic salary as of January 1, 2017..... Php 25,859.00 (P 310,308.00 p.a.)
 (SG -14 Step 3)
2. Add: Two (2) Step Increment
 Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2017 Php 26,441.00 (P 317,292.00 p.a.)
 (SG -14 Step 5)

This salary adjustment is subject to review and post-audit, and to appropriate readjustment and refund if found not in order.

Very truly yours,

EDGARDO E. TULIN
 President

Item No. :ADOF3- 8-2010

FY 2017 Personnel Services Itemization and Plantilla of Personnel

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.