




**VISAYAS**  
STATE UNIVERSITY

**Office of the President**

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**Notice of Step Increment/s Due to Meritorious Performance**

January 3, 2020

**Mr. Rafael B. Vergara Jr.**   
DCST  
VSU, Visca, Baybay City, Leyte

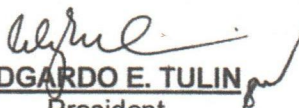
Dear Mr. Vergara:

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 Aide IV is hereby adjusted effective January 1, 2019 as follows:

1. Actual monthly basic salary as of January 1, 2019 P 13,316.00 (159,792.00)  
(SG 4, Step 2)
2. Add: Two ( 2 ) Step Increment/s  
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2019 P 13,521.00 (162,252.00)  
(SG 4, Step 4)

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

*\*This cancels the NOSI-Merit issued on December 23, 2019*

cc: Records, ODAHRD, PRPEO, Payroll