



**VISAYAS**  
STATE UNIVERSITY

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## Notice of Step Increment Due to Length of Service

May 30, 2022

**Mr. Calextro O. Aure** *Just Celestino*  
Institute of Tropical Ecology & Envi. Mgmt.  
VSU, Visca, Baybay, Leyte

Dear Mr. Aure:

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 III** is hereby adjusted effective 5/17/2022 as follows:

- |  |  |
|--|--|
| 1. Actual monthly basic salary as of May 16, 2022<br>(SG <u>3</u> , Step <u>6</u> )    | <b>P 14,676.00</b><br>(176,112.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                             |  |
| 3. Adjusted monthly basic salary effective 5/17/2022<br>(SG <u>3</u> , Step <u>7</u> ) | <b>P 14,790.00</b><br>(177,480.00 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

Position Title: Administrative Aide III  
Salary Grade: 3  
Item No. FY 2020 Plantilla of Personnel: ADA3-169-04

cc: OHRA, ODHRM, OHRSPPR, OHPLB