



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE PRESIDENT**

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

March 13, 2023

**Ms. Me-an D. Villas**  
Office of the Printing Press and MMDC  
VSU, Visca, Baybay, Leyte


Dear Ms. Villas:

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 March 1, 2023 as follows:

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|--|--|
| 1. Actual monthly basic salary as of February 28, 2023<br>(SG 8, Step 2)   | <b>₱ 19,923.00</b><br>(239,076.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                 |  |
| 3. Adjusted monthly basic salary effective March 1, 2023<br>(SG 8, Step 3) | <b>₱ 20,104.00</b><br>(241,248.00 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**  
President

Position Title: Administrative Assistant II  
Salary Grade: 8  
Item No. FY 2023 Plantilla of Personnel: ADAS2-47-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB