




VISAYAS
STATE UNIVERSITY

Office of the President

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Notice of Step Increment Due to Length of Service

December 9, 2019

Ms. Elvira B. Gorre - by: 
ITEEM
VSU, Visca, Baybay, Leyte

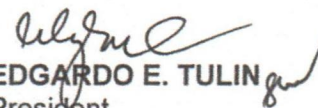
Dear Ms. Gorre

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 February 1, 2019 as follows:

1. Actual monthly basic salary as of January 31, 2019 **P 18,739.00** (224,868.00 p.a)
(SG 9, Step 6)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective February 1, 2019 **P 18,896.00** (226,752.00 p.a)
(SG 9, Step 7)

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 NCSI issued on July 1, 2019
cc: Records, ODAHRD, PRPEO, Payroll