



NOTICE OF STEP INCREMENTS DUE TO MERITORIOUS PERFORMANCE

December 19, 2018

Ms. Josefina M. Larrosa

OP, VSU

Baybay City, Leyte

Dear Ms. Larrosa:

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 Assistant III SG- 9** is hereby adjusted effective **January 1, 2018** as follows :

1. Actual monthly basic salary as of January 1, 2018..... Php 209,676.00 (17,473.00)
(SG -9 Step 1)
2. Add: Two (2) Step Increment
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2018 Php 213,372.00 (17,781.00)
(SG -9 Step 3)

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. :ADAS3-35-2004

FY 2018 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.