



VISAYAS
STATE UNIVERSITY

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Notice of Step Increment Due to Length of Service

December 9, 2019

Ms. Graciana M. Espinosa

Records

VSU, Visca, Baybay, Leyte

Dear Ms. Espinosa

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 **Admin. Aide VI** is hereby adjusted effective December 1, 2019 as follows:

1. Actual monthly basic salary as of November 30, 2019 **P 14,847.00** (178,164.00 p.a)
(SG 6, Step 1)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective December 1, 2019 **P 14,961.00** (179,532.00 p.a)
(SG 6, Step 2)

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

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.

Control Number: 002