



VISAYAS
STATE UNIVERSITY

OFFICE OF THE PRESIDENT

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Notice of Step Increment Due to Length of Service

May 25, 2021

Mr. Lyndon L. Maningo
IHK
VSU, Visca, Baybay, Leyte

Payw 6-1-21

Dear Mr. Maningo:

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 **Instructor I** is hereby adjusted effective March 22, 2019 as follows:

1. Actual monthly basic salary as of March 21, 2019
(SG 12, Step 1) **₱ 22,938.00**
(275,256.00 p.a)
2. Add: one (I) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective March 22, 2019
(SG 12, Step 2) **₱ 23,222.00**
(278,664.00 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 *hw*

Position Title: Instructor I
Salary Grade: 12
Item No. FY 2020 Plantilla of Personnel: INST1-12-2013

cc: OHRA, ODHRM, OHRSPPR, OHPLB