



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE PRESIDENT**

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

March 13, 2023

**Mr. Anthony L. Borneo** - *VINCENT ASILOM*  
Office of the Director for Physical Plant  
VSU, Visca, Baybay, Leyte

Dear Mr. Borneo:

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 Aide III** is hereby adjusted effective February 11, 2023 as follows:

- |  |  |
|--|--|
| 1. Actual monthly basic salary as of February 10, 2023<br>(SG <u>3</u> , Step <u>3</u> )       | <b>₱ 14,905.00</b><br>(178,860.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                     |  |
| 3. Adjusted monthly basic salary effective February 11, 2023<br>(SG <u>3</u> , Step <u>4</u> ) | <b>₱ 15,020.00</b><br>(180,240.00 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

Position Title: Administrative Aide III  
Salary Grade: 3  
Item No. FY 2023 Plantilla of Personnel: ADA3-177-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB