



# Visayas State University

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Office of the President

## NOTICE OF STEP INCREMENT

July 28, 2014

Ms. Arlin B. Flandez  
ICU, VSU  
Baybay City

Madam :

Pursuant to Joint Civil Service Commission (CSC) and Department of Budget and Management (DBM) Circular No. 1, s. 1990 implementing (Section 13 (c) of R.A. No. 6758, your salary as **Administrative Aide IV SG - 4** is hereby adjusted effective **August 1, 2014** as shown below.

### Basic Monthly Salary

As of July 31, 2014 ..... Php 11,519.00 ( 138,228.00 ) S4

### Salary Adjustment

a) Merit ( ) step/s

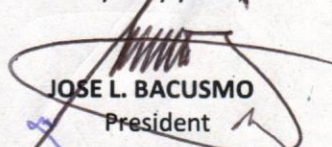
b) Length of Service (1) step

### Adjusted Basic Monthly Salary

Effective August 1, 2014 ... .....Php 11,635.00 ( 139,620.00 ) S5

The step increment/s is/are subject to review and post-audit by the Department of Budget and Management and subject to readjustment and refund if found not in order.

Very truly yours,

  
**JOSE L. BACUSMO**  
President

cc : Records, ODAHRD, PRPEO, Payroll