



VISAYAS
STATE UNIVERSITY

Office of the President

2/F Administration Building
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 563 7067
Email: op@vsu.edu.ph
Website: www.vsu.edu.ph

Notice of Step Increment Due to Length of Service

April 19, 2020

Mr. Edilberto V. Mendoza
Security Office
VSU, Visca, Baybay, Leyte

Dear Mr. Mendoza

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 **Security Guard II** is hereby adjusted effective March 16, 2020 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of March 15, 2020
(SG <u>5</u> , Step <u>1</u>) | P 14,641.00
(175,692.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective March 16, 2020
(SG <u>5</u> , Step <u>2</u>) | P 14,754.00
(177,048.00 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
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: 080