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NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE

02-May-2018

Mr. Jeremy S. Caintic
Security Office
Visayas State University
Baybay City, Leyte

Dear Mr. Caintic:

Pursuant to the 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 I SG- 3** is hereby adjusted effective **May 4, 2018** as follows :

1. Actual monthly basic salary as of May 3, 2018..... Php 11,914.00.00 (142,968.00.00 p.a.)
(SG -3 Step 1)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective May 4, 2018...Php 12,013.00.00 (144,156.00.00p.a.)
(SG -3 Step 2)

This salary adjustment is subject to review and post-audit, and to appropriate readjustment 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.