



VISAYAS
STATE UNIVERSITY

Office of the President

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

Notice of Salary Adjustment

01-APRIL-2019

Mrs. Erlinda S. Valenzona

Administrative Assistant II

VSU, Baybay, Leyte

Pursuant to National Budget Circular No. 575 dated March 25, 2019, implementing Executive Order (EO) No. 201, s. 2016 as amended by EO No. 76, s. 2019, your salary as Administrative Assistant II is hereby adjusted effective January 1, 2019, as follows:

1. Adjusted monthly basic salary effective January 1, 2019, under the new Salary Schedule:
SG 8 Step 1 **P 16,758.00**
(201,096.00) p.a.
2. Actual monthly basic salary as of December 31, 2018
SG 8 Step 1 **P 16,282.00**
(195,384.00)p.a.
3. Monthly salary adjustment effective January 1, 2019 (1-2) **P 476.00**

It is understood that this 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

Position Title: **Administrative Assistant II**

Salary Grade: **8**

Item No. FY 2018 Plantilla of Personnel: **ADAS2-49-2004**

cc: Records, GSIS, 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.