



**VISAYAS**  
STATE UNIVERSITY

**Office of the President**

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**NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE**

**February 6, 2017**

**Ms. Gilda D. Duran**  
Department of Horticulture, VSU  
Baybay City, Leyte

Dear Ms. Duran:

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 **Administrative Aide IV SG- 4** is hereby adjusted effective **February 1, 2017** as follows:

1. Actual monthly basic salary as of January 31, 2017..... Php 12,262.00 (147,144.00)  
(SG -4 Step 2 )
2. Add: one (1) Step Increment  
Due to Length of Service
3. Adjusted monthly basic salary effective February 1, 2017 .... Php 12,371.00 (148,452.00)  
(SG -4 Step 3 )

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:** The premier university of science and technology in the Visayas.

**Mission:** Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.