



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: www.vsu.edu.ph; email: op@vsu.edu.ph

Office of the President

NOTICE OF STEP INCREMENT

November 26, 2014

Mr. Ulderico B. Alviola
Information Office, VSU
Baybay City

Sir :

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 Officer IV SG - 15** is hereby adjusted effective **December 9, 2014** as shown below.

Basic Monthly Salary

As of December 8, 2014 Php 25,161.00 (301,932.00) S2

Salary Adjustment

a) Merit () step/s

b) Length of Service (1) step

Adjusted Basic Monthly Salary

Effective December 9, 2014 Php 25,438.00 (305,256.00) S3

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