



**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](mailto:op@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

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

**19-December-2018**

**Mr. Marvin M. Lao** *1-9-19*  
PRPEO  
Visayas State University  
Baybay City, Leyte

Dear Mr. Lao:

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 **3-Aug-18** as follows :

1. Actual monthly basic salary as of 2-Aug-18..... Php 12,884.00 (154,608.00 p.a.)  
(SG -4 Step 3 )
2. Add: one (1) Step Increment  
Due to Length of Service
3. Adjusted monthly basic salary effective 3-Aug-18...Php 12,990.00 (155,880.00 p.a.)  
(SG -4 Step 4)

This salary adjustment is subject to review and post-audit, and to appropriate readjustment and refund if found not in order.

Very truly yours,

*[Signature]*  
**EDGARDO E. TULIN**  
President

- This cancels the NOSI issued on **18-September-2018**

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.