



Notice of Salary Adjustment

11-January-2018

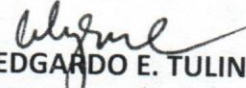
**Ms. Sandra C. Tiu**  
Administrative Assistant III  
VSU, Baybay, Leyte

Pursuant to National Budget Circular No. 572 dated January 3, 2018 implementing Executive Order No 201, s. 2016, your salary as Administrative Assistant III is hereby adjusted effective January 1, 2018, as follows:

1. Adjusted monthly basic salary effective January 1, 2018, under the new Salary Schedule:  
**SG 9 Step 3** **P 17,781.00**  
(213,372.00) p.a.
2. Actual monthly basic salary as of December 31, 2017  
**SG 9 Step 3** **P 17,299.00**  
(207,588.00)p.a.
3. Monthly salary adjustment effective January 1, 2018 (1-2) **P 482.00**

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 III**

Salary Grade: **9**

Item No. FY 2017 Plantilla of Personnel: **ADAS3- 2-2010**

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.