



VISAYAS
STATE UNIVERSITY

Office of the President

Visca, Baybay City, Leyte, Philippines 6521

Tel./Fax: +63 53 563 7076

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

NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE

July 07, 2016

Ms. Nicolasa N. Florentino

Online Programs Office, VSU

Baybay City, Leyte

Dear Ms. Florentino:

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 **Educ. Res. Assistant SG- 9** is hereby adjusted effective **July 1, 2016** as follows :

1. Actual monthly basic salary as of June 30, 2016..... Php 16,512.00 (198,144.00)
(SG -9 Step 1)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective July 1, 2016 Php 16,671.00 (200,052.00)
(SG -9 Step 2)

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