



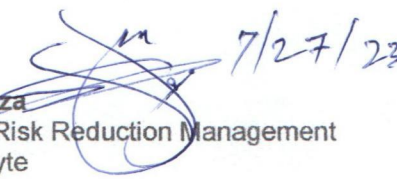
**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE PRESIDENT**

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**Notice of Step Increment Due to Length of Service**

July 12, 2023

 7/27/23  
**Mr. Edilberto V. Mendoza**  
University Disaster and Risk Reduction Management  
VSU, Visca, Baybay, Leyte


Dear Mr. Mendoza:

Pursuant to Joint 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 **Security Guard III** is hereby adjusted effective June 16, 2023 as follows:

- |  |   |
|--|---|
| 1. Actual monthly basic salary as of June 15, 2023<br>(SG 8, Step 1)       | <b>P 19,744.00</b><br>(236,928.00 p.a.) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                 |   |
| 3. Adjusted monthly basic salary effective June 16, 2023<br>(SG 8, Step 2) | <b>P 19,923.00</b><br>(239,076.00 p.a.) |

The 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: Security Guard III  
Salary Grade: 8  
Item No. FY 2022 Plantilla of Personnel: SECG3- 3-2010

cc: RAO, HRMO, RSPPRO, PLBO