



VISAYAS
STATE UNIVERSITY

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Notice of Step Increment Due to Length of Service

November 2, 2022

Mrs. Valerie C. Valenzona - *Richards*
Office of the Cashier
VSU, Visca, Baybay, Leyte

Dear Mrs. Valenzona:

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 **Administrative Aide IV** is hereby adjusted effective October 1, 2022 as follows:

1. Actual monthly basic salary as of September 30, 2022
(SG 4, Step 1) **P 14,993.00**
(179,916.00 p.a.)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective October 1, 2022
(SG 4, Step 2) **P 15,109.00**
(181,308.00 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
EDGARDO E. TULIN
President

Position Title: Administrative Aide IV
Salary Grade: 4
Item No. FY 2020 Plantilla of Personnel: ADA4-128-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB