



# Visayas State University

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Office of the President

## NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE

March 4, 2016

Ms. Clara P. Mercado  
Health Services Office , VSU  
Baybay City

Dear Ms. Mercado :

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 VI SG - 6** is hereby adjusted effective **January 1, 2016**, as follows .:

1. Actual monthly basic salary as of December 31, 2015 ..... Php 13,630.00 (163,560.00)  
(SG -6, Step 3 )
2. Add: one (1) Step Increment  
Due to Length of Service
3. Adjusted monthly basic salary effective January 1, 2016 .....Php 13,759.00 (165,108.00)  
(SG-6, 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,

  
EDGARDO E. TULIN  
President

cc: Records, ODAHRD, PRPEO, Payroll  
This supercedes the previous NOSI issued Jan. 15, 2016