



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE PRESIDENT**

Visca Baybay City, Baybay City, Leyte, Philippines  
Phone/Fax: 565-0600 local 563-7323  
Email: prpeo@vsu.edu.ph  
Website: www.vsu.edu.ph

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

August 03, 2021

**Mr. Felipe M. Matiom** *for 9/27/21*

Office of the Director for Physical Plant  
VSU, Visca, Baybay, Leyte

Dear Sir

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 **Construction & Maintenance Foreman** is hereby adjusted effective August 01, 2021 as follows:

- |  |                                  |
|--|----------------------------------|
| 1. Actual monthly basic salary as of July 31, 2021<br>(SG 8, Step 1)         | ₱ 18,251.00<br>(219,012.00 p.a.) |
| 2. Add: One (1) Step Increment<br>Due to Length of Service                   |                                  |
| 3. Adjusted monthly basic salary effective August 01, 2021<br>(SG 8, Step 2) | ₱ 18,417.00<br>(221,004.00 p.a.) |

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*  
**EDGARDO E. TULIN**  
President

Position Title: Construction & Maintenance Foreman  
Salary Grade: 8  
Item No. FY 2020 Plantilla of Personnel: CMF- 1-1998

cc: OHRA, ODHRM, OHRSPR, OHPLB

**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.