



**VISAYAS**  
STATE UNIVERSITY

**Office of the President**

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**NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE**

**July 19, 2017**

**Ms. Nilda D. Gacutan**  
Accounting Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ms. Gacutan:

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 Assistant II SG- 8** is hereby adjusted effective **July 28, 2017** as follows :

1. Actual monthly basic salary as of July 27, 2017..... Php 16,586.00 ( 199,032.00 p.a.)  
(SG -8 Step 6 )
2. Add: one (1) Step Increment  
Due to Length of Service
3. Adjusted monthly basic salary effective July 28, 2017 ..... Php 16,744.00( 200,928.00 p.a.)  
(SG -8 Step 7)

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

**Vision:** The premier university of science and technology in the Visayas.

**Mission:** Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.