



VISAYAS
STATE UNIVERSITY

Office of the President

2/F Administration Building
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 563 7067
Email: op@vsu.edu.ph
Website: www.vsu.edu.ph

NOTICE OF SALARY ADJUSTMENT

06-February-2020

Handwritten signature
9/12/20

Mr. Jenzen John M. Villaruel
Security Office
VSU, Visca, City of Baybay, Leyte

Dear Mr. Villaruel:

Pursuant to National Budget Circular No. 579 dated January 24, 2020 implementing Republic Act No. 11466 dated January 8, 2020, your daily wage is hereby adjusted effective January 1, 2020 as follows:

1. Daily wage rate effective January 1, 2020,
under the New Salary Schedule; SG: 3, Step: 1 ₱ 591.77
2. Actual daily wage rate salary as of December 31, 2019;
SG: 3, Step: 1 ₱ 566.64
3. Daily wage adjustment effective: January 1, 2020 (1-2) ₱ 25.13

It is understood that this salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

Handwritten signature of Edgardo E. Tulin
EDGARDO E. TULIN
President

Position Title: Security Guard I
Salary Grade: 3

cc: Records, ODA-HRD, PRPEO, Accounting, GSIS, Payroll