



VISAYAS
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NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE

December 6, 2016

Mr. Andreo P. Villocino

Department of Agronomy, VSU

Baybay City, Leyte

Dear Mr. Villocino:

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 **Adm. Aide III SG- 3** is hereby adjusted effective **December 2, 2016** as follows :

1. Actual monthly basic salary as of December 1, 2016..... Php 10,883.00 (130,596.00)
(SG -3 Step 1)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective December 2, 2016 Php 10,985.00 (131,820.00)
(SG -3 Step 2)

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.