



# Visayas State University

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Office of the President

## NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE

March 4, 2016

Ms. Imelda A. Tidoy  
PhilRootcrops, VSU  
Baybay City

Dear Ms. Tidoy :

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 IV SG - 4** is hereby adjusted effective **January 1, 2016**, as follows :

1. Actual monthly basic salary as of January 1, 2016 ..... Php 11,990.00 (143,880.00)  
(SG -4, Step 4)
2. Add: one (1) Step Increment  
Due to Length of Service
3. Adjusted monthly basic salary effective January 1, 2016 ..... Php 12,103.00 (145,236.00)  
(SG-4, Step 5)

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