



VISAYAS
STATE UNIVERSITY

OFFICE OF THE PRESIDENT

Visca Baybay City, Leyte 6521-A, Philippines
Phone/Fax: 585-0600 local 563-7323
Email Address: prpeo@vsu.edu.ph
Website: www.vsu.edu.ph

Notice of Step Increment Due to Length of Service

May 18, 2023

Ms. Dahlia R. Arpoceple *Wapugh*
Cash Office
VSU, Visca, Baybay, Leyte

Dear Ms. Arpoceple:

Pursuant to Joint 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 VI** is hereby adjusted effective March 9, 2023 as follows:

- | | |
|--------------------------------------------------------------------------------------------|----------------------------------------|
| 1. Actual monthly basic salary as of March 8, 2023
(SG <u>6</u> , Step <u>3</u>) | ₱ 17,824.00
(213,888.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective March 9, 2023
(SG <u>6</u> , Step <u>4</u>) | ₱ 17,962.00
(215,544.00 p.a) |

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

Very truly yours,

Edgardo E. Tulin
EDGARDO E. TULIN
President

Position Title: Administrative Aide VI
Salary Grade: 6
Item No. FY 2022 Plantilla of Personnel: ADA6-100-2004

This cancels and replaces the NOSI issued on March 13, 2023.

cc: OHRA, ODHRM, OHRSPPR, OHPLB