



VISAYAS
STATE UNIVERSITY

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Notice of Step Increment Due to Length of Service

March 30, 2020

Mr. Basilio Jr. E. Tan
Security Office
VSU, Visca, Baybay, Leyte

Dear Mr. Tan:

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 **Security Guard I** is hereby adjusted effective February 1, 2020 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of January 31, 2020
(SG <u>3</u> , Step <u>3</u>) | P 13,220.00.00
(158,640.00.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective February 1, 2020
(SG <u>3</u> , Step <u>4</u>) | P 13,322.00.00
(159,864.00.00 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
President

cc: Records, ODAHRD, PRPEO, Payroll

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Control Number: 070