



VISAYAS
STATE UNIVERSITY

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Notice of Step Increment Due to Length of Service

May 25, 2021

Ms. Florife A. Gatchalian
IHK
VSU, Visca, Baybay, Leyte

Prpeo 6-1-21

Dear Ms. Gatchalian:

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 **Instructor III** is hereby adjusted effective July 18, 2020 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of July 17, 2020
(SG <u>14</u> , Step <u>2</u>) | P 29,621.00
(355,452.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective July 18, 2020
(SG <u>14</u> , Step <u>3</u>) | P 29,969.00
(359,628.00 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 *W*

Position Title: Instructor III
Salary Grade: 14
Item No. FY 2020 Plantilla of Personnel: INST3-16-2011

cc: OHRA, ODHRM, OHRSPPR, OHPLB