



VISAYAS
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Notice of Step Increment Due to Length of Service

December 9, 2019

Ms. Leonarda P. Otida
Accounting
VSU, Visca, Baybay, Leyte

Aw/12

Dear Ms. Otida

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 III** is hereby adjusted effective November 2, 2019 as follows:

1. Actual monthly basic salary as of November 1, 2019 **P 12,466.00** (149,592.00 p.a)
(SG 3, Step 1)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective November 2, 2019 **P 12,562.00** (150,744.00 p.a)
(SG 3, Step 2)

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

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.

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