



**NOTICE OF STEP INCREMENTS DUE TO MERITORIOUS PERFORMANCE**

**December 19, 2018**

**Mr. Raymund M. Igcasama**

- 1/11/19

DMP, VSU

Baybay City, Leyte

Dear Mr. Igcasama:

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 **Instructor I SG- 12** is hereby adjusted effective **January 1, 2018** as follows :

1. Actual monthly basic salary as of January 1, 2018..... Php 268,920.00 (22,410.00)  
(SG-12 Step 2 )
2. Add: Two (2) Step Increment  
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2018 .... Php 275,304.00 (22,942.00)  
(SG-12 Step 4 )

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

Item No. :INST1-11-2013

FY 2018 Personnel Services Itemization and Plantilla of Personnel

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.