



VISAYAS
STATE UNIVERSITY

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Notice of Step Increment Due to Length of Service

March 16, 2022

Mr. Yssakhar A. Salas *9/14/21*
Department of Pure and Applied Chemistry
VSU, Visca, Baybay, Leyte

Dear Mr. Salas:

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 I** is hereby adjusted effective October 10, 2021 as follows:

1. Actual monthly basic salary as of October 9, 2021
(SG 12, Step 1) **₱ 26,052.00**
(312,624.00 p.a)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective October 10, 2021
(SG 12, Step 2) **₱ 26,336.00**
(316,032.00 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: Instructor I
Salary Grade: 12
Item No. FY 2020 Plantilla of Personnel: INST1-59-2012

cc: OHRA, ODHRM, OHRSPPR, OHPLB