



VISAYAS
STATE UNIVERSITY

Office of the President

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NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE

29-Novmeber-2018

Ms. Mary-Ann D. Joya

VMO

Visayas State University
Baybay City, Leyte

Dear Ms. Joya:

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 **Guesthouse Caretaker SG- 2** is hereby adjusted effective **November 3, 2018** as follows :

1. Actual monthly basic salary as of November 2, 2018..... Php 11,386.00.00 (136,632.00.00 p.a.) (SG -2 Step 3)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective November 3, 2018...Php 11,480.00.00 (137,760.00.00p.a.) (SG -2 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

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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