



**VISAYAS**  
STATE UNIVERSITY

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## Notice of Step Increment Due to Length of Service

February 16, 2021

Mr. Dioscoro M. Bolatete Jr. *- 8 3/10*  
PhilRootcrops  
VSU, Visca, Baybay, Leyte

Dear Mr. Bolatete:

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 **Senior Agriculturist** is hereby adjusted effective January 16, 2021 as follows:

- |                                                                                                |                                        |
|------------------------------------------------------------------------------------------------|----------------------------------------|
| 1. Actual monthly basic salary as of January 15, 2021<br>(SG <u>18</u> , Step <u>3</u> )       | <b>P 44,694.00</b><br>(536,328.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                     |                                        |
| 3. Adjusted monthly basic salary effective January 16, 2021<br>(SG <u>18</u> , Step <u>4</u> ) | <b>P 45,209.00</b><br>(542,508.00 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 *ET*

cc: OHRA, ODHRM, OHRSPPR, OHPLB