



VISAYAS
STATE UNIVERSITY

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NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE

19-February-2018

Ms. Ma. Melissa F. Mendoza

Cash Division
Visayas State University
Baybay City, Leyte

Dear Ms. Mendoza:

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 **Administrative Aide IV SG- 4** is hereby adjusted effective **March 1, 2018** as follows :

1. Actual monthly basic salary as of February 28, 2018..... Php 13,097.00.00 (157,164.00.00 p.a.)
(SG -4 Step 5)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective March 1, 2018...Php 13,206.00.00 (158,472.00.00p.a.)
(SG -4 Step 6)

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.