



# VISAYAS

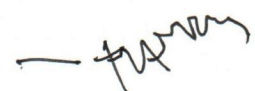
STATE UNIVERSITY

**Office of the President**

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**Notice of Step Increment Due to Length of Service**

January 3, 2020

**Ms. Michelle A. Borleo**   
DAE  
VSU, Visca, Baybay, Leyte

Dear Ms. Borleo

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 **Adm. Aide IV** is hereby adjusted effective December 1, 2019 as follows:

1. Actual monthly basic salary as of November 30, 2019 **P 13,418.00** (161,016.00 p.a)  
(SG 4, Step 3)
2. Add: one (1) Step Increment  
Due to Length of Service
3. Adjusted monthly basic salary effective December 1, 2019 **P 13,521.00** (162,252.00 p.a)  
(SG 4, Step 4)

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**  
President

This cancels the NCSI issued on December 9, 2019  
cc: Records, ODAHRD, PRPEO, Payroll