



**VISAYAS**  
STATE UNIVERSITY

**Office of the President**

2/F Administration Building  
VISAYAS STATE UNIVERSITY  
Baybay City, Leyte, PHILIPPINES  
Telefax: +63 53 563 7067  
Email: [op@vsu.edu.ph](mailto:op@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

**Notice of Salary Adjustment**

**01-APRIL-2019**

**Mrs. Carmela A. Yamada**  
Administrative Assistant V  
VSU, Baybay, Leyte

Pursuant to National Budget Circular No. 575 dated March 25, 2019, implementing Executive Order (EO) No. 201, s. 2016 as amended by EO No. 76, s. 2019, your salary as Administrative Assistant V is hereby adjusted effective January 1, 2019, as follows:

1. Adjusted monthly basic salary effective January 1, 2019, under the new Salary Schedule:  
**SG 11 Step 8** **P 22,829.00**  
( 273,948.00 ) p.a.
2. Actual monthly basic salary as of December 31, 2018  
**SG 11 Step 8** **P 22,055.00**  
( 264,660.00 ) p.a.
3. Monthly salary adjustment effective January 1, 2019 (1-2) **P 774.00**

It is understood that this 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

Position Title: **Administrative Assistant V**

Salary Grade: **11**

Item No. FY 2018 Plantilla of Personnel: **ADAS5-154-2004**

cc: Records, GSIS, 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.