



VISAYAS
STATE UNIVERSITY

Office of the President

Visca, Baybay City, Leyte, Philippines 6521
Tel./Fax: +63 53 563 7076
website: www.vsu.edu.ph; email: op@vsu.edu.ph

NOTICE OF STEP INCREMENTS DUE TO MERITORIOUS PERFORMANCE

December 29, 2016

Ms. Honey Sofia V. Colis

OP, VSU

Baybay City, Leyte

- *Ref 1/23/17*

Dear Ms. Colis:

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 Officer IV SG- 15** is hereby adjusted effective **January 1, 2016** as follows :

1. Actual monthly basic salary as of January 1, 2016..... Php 26,192.00 (314,304.00)
(SG -15 Step 1)
2. Add: Two (2) Step Increment
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2016 Php 26,790.00 (321,480.00)
(SG -15 Step 3)

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

Item No. VISCAB-ADOF4-19-2004

FY 2016 Personnel Services Itemization and Plantilla of Personnel

cc : Records, ODAHRD, PRPEO, Payroll

Vision: The premier university of science and technology in the Visayas.

Mission: Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.