



VISAYAS
STATE UNIVERSITY

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Notice of Step Increment Due to Length of Service

May 12, 2020

Mr. Eutiquio B. Bornias
DBS
VSU, Visca, Baybay, Leyte

6/7/2020

Dear Mr. Bornias

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 **Administrative Aide I** is hereby adjusted effective May 16, 2020 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of May 15, 2020
(SG 1, Step 4) | P 11,843.00
(142,116.00 p.a) |
| 2. Add: one (I) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective May 16, 2020
(SG 1, Step 5) | P 11,942.00
(143,304.00 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
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.

Control Number: 040