



**VISAYAS**  
STATE UNIVERSITY

**Office of the President**

2/F Administration Building  
Visca, Baybay City, Leyte, PHILIPPINES  
Telefax: +63 53 563 7067  
Email: op@vsu.edu.ph  
Website: www.vsu.edu.ph

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

March 30, 2020

**Mr. Jesus I. Giron**  
Security Office  
VSU, Visca, Baybay, Leyte

Dear Mr. Giron

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 **Security Guard II** is hereby adjusted effective January 1, 2020 as follows:

- |                                                                                              |                                              |
|----------------------------------------------------------------------------------------------|----------------------------------------------|
| 1. Actual monthly basic salary as of January 1, 2020<br>(SG <u>5</u> , Step <u>1</u> )       | <b>P 14,641.00.00</b><br>(175,692.00.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                   |                                              |
| 3. Adjusted monthly basic salary effective January 1, 2020<br>(SG <u>5</u> , Step <u>2</u> ) | <b>P 14,754.00.00</b><br>(177,048.00.00 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

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**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.

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Control Number: 051