



VISAYAS
STATE UNIVERSITY

Office of the President

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NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE

July 1, 2019

Mr. Mark C. Ratilla

Instructor I

Visayas State University

Baybay City, Leyte

Dear Mr. Ratilla:

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 **Instructor I SG-12** is hereby adjusted effective **January 16, 2019** as follows:

- | | |
|---|---------------------------------|
| 1. Actual monthly basic salary as of January 15, 2019.....
(SG -12 Step 1) | Php 22,938.00 (275,256.00 p.a.) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective January 16, 2019.....
(SG -12 Step 2) | Php 23,222.00 (278,664.00 p.a.) |

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

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.