



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE PRESIDENT**

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**Notice of Step Increment/s Due to Meritorious Performance**

January 3, 2020

**Ms. Angelie E. Genotiva** *1/28/20*  
DLABS  
VSU, Visca, Baybay City, Leyte

Dear Ms. Genotiva:

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 Instructor I is hereby adjusted effective January 1, 2020 as follows:

1. Actual monthly basic salary as of January 1, 2020 **₱ 24,495.00** (293,940.00)  
(SG12, Step 1)
2. Add: Two (2) Step Increment/s  
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2020 **₱ 25,067.00** (300,804.00)  
(SG 12, Step 3)

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*  
**EDGARDO E. TULIN**  
President

Item No. INST1-62-2016  
FY 2019 Personal Services Itemization and/or  
Plantilla of Personnel

cc: OHRA, ODHRM, OHRSPPR, OHPLB

**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.