




**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE PRESIDENT**

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

September 10, 2021

**Ms. Sheryl M. Suyom**   
Department of Pest Management  
VSU, Visca, Baybay, Leyte


Dear Ma'am

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 Aide III** is hereby adjusted effective September 17, 2021 as follows:

- |   |                                  |
|---|----------------------------------|
| 1. Actual monthly basic salary as of September 16, 2021<br>(SG 3, Step 1)       | ₱ 13,572.00<br>(162,864.00 p.a.) |
| 2. Add: One (1) Step Increment<br>Due to Length of Service                      |                                  |
| 3. Adjusted monthly basic salary effective September 17, 2021<br>(SG 3, Step 2) | ₱ 13,677.00<br>(164,124.00 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

Position Title: Administrative Aide III

Salary Grade: 3

Item No. FY 2020 Plantilla of Personnel: ADA3-189-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB

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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.