



VISAYAS
STATE UNIVERSITY

Office of the President

Visca, Baybay City, Leyte, Philippines 6521

Tel./Fax: +63 53 563 7076

website: www.vsu.edu.ph; email: op@vsu.edu.ph

NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE

October 26, 2016

Mr. Chito L. Leonor

NCRC, VSU

Baybay City, Leyte

Dear Mr. Leonor:

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 SG- 3** is hereby adjusted effective **October 1, 2016** as follows :

1. Actual monthly basic salary as of September 30, 2016..... Php 11,405.00 (136860)
(SG -3 Step 6)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective October 1, 2016 Php 11,512.00 (138144)
(SG -3 Step 7)

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: The premier university of science and technology in the Visayas.

Mission: Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.