



VISAYAS STATE UNIVERSITY

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Office of the President

NOTICE OF STEP INCREMENT

November 5, 2010

Ms. Seregena Ruth L. Martinez

DLABS

Visca, Baybay, Leyte

Madam :

Pursuant to Joint Civil Service Commission (CSC) and Department of Budget and Management (DBM) Circular No. 1, s. 1990 implementing (Section 13 (c) of RA. No. 6758, your salary as Assistant Professor II SG-16 is hereby adjusted effective **December 1, 2010** as shown below:

Basic Monthly Salary

As of November 30, 2010 Php 21,969.00 (263,628.00) S1

Salary Adjustment

a) Merit ()step/s)

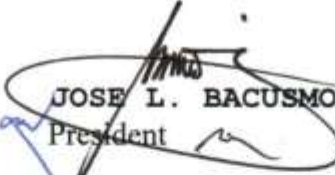
b) Length of Service(1)step/s)

Adjusted Basic Monthly Salary

Effective December 1 , 2010..... Php 22,329.00 (267,948.00) S2

The step increment/s is/are subject to review and post-audit by the Department of Budget and Management and subject to readjustment and refund if found not in order.

Very truly yours,


JOSE L. BACUSMO
President

cc: Records Division
ODAHRD
PRPEO
Payroll