



Notice of Salary Adjustment

11-January-2018


Mr. Crisanto A. Mazo
Administrative Assistant I
VSU, Baybay, Leyte

Pursuant to National Budget Circular No. 572 dated January 3, 2018 implementing Executive Order No 201, s. 2016, your salary as Administrative Assistant I is hereby adjusted effective January 1, 2018, as follows:

1. Adjusted monthly basic salary effective January 1, 2018, under the new Salary Schedule:
SG 7 Step 1 **P 15,254.00**
(183,048.00) p.a.
2. Actual monthly basic salary as of December 31, 2017
SG 7 Step 1 **P 14,785.00**
(177,420.00)p.a.
3. Monthly salary adjustment effective January 1, 2018 (1-2) **P 469.00**

It is understood that this 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
President

Position Title: **Administrative Assistant I**

Salary Grade: **7**

Item No. FY 2017 Plantilla of Personnel: **ADAS1-40-2004**

cc: Records, GSIS, 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.