



VISAYAS
STATE UNIVERSITY

OFFICE OF THE PRESIDENT

Visca Baybay City, Baybay City, Leyte, Philippines
Phone/Fax: 565-0600 local 563-7323
Email: pipeo@vsu.edu.ph
Website: www.vsu.edu.ph

Notice of Step Increment Due to Length of Service

September 10, 2021

Ms. Doryn Jan L. Avila - *Jan 9/21/21*
Department of Business and 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 **Instructor I** is hereby adjusted effective September 30, 2021 as follows:

- | | |
|--|---|
| 1. Actual monthly basic salary as of September 29, 2021
(SG <u>12</u> , Step <u>2</u>) | ₱ 26,336.00
(316,032.00 p.a.) |
| 2. Add: One (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective September 30, 2021
(SG <u>12</u> , Step <u>3</u>) | ₱ 26,624.00
(319,488.00 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
EDGARDO E. TULIN
President

Position Title: Instructor I

Salary Grade: 12

Item No. FY 2020 Plantilla of Personnel: INST1-47-2012

cc: OHRA, ODHRM, OHRSPFR, OHPLB