



**VISAYAS**  
STATE UNIVERSITY

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

April 28, 2022

**Ms. Susana B. Miñoza**  
Renewable Energy Research Center  
VSU, Visca, Baybay, Leyte



Dear Ms. Miñoza:

Pursuant to Joint 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 IV** is hereby adjusted effective March 1, 2022 as follows:

- |  |  |
|--|--|
| 1. Actual monthly basic salary as of February 28, 2022<br>(SG <u>4</u> , Step <u>1</u> )   | <b>₱ 14,993.00</b><br>(179,916.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                 |  |
| 3. Adjusted monthly basic salary effective March 1, 2022<br>(SG <u>4</u> , Step <u>2</u> ) | <b>₱ 15,109.00</b><br>(181,308.00 p.a) |

The 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 Aide IV  
Salary Grade: 4  
Item No. FY 2020 Plantilla of Personnel: ADA4-129-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB