



VISAYAS
STATE UNIVERSITY

OFFICE OF THE PRESIDENT

Visca Baybay City, Leyte 6521-A, Philippines
Phone/Fax: 565-0600 local 563-7323
Email Address: prpeo@vsu.edu.ph
Website: www.vsu.edu.ph

Notice of Step Increment Due to Length of Service

July 12, 2023

Ms. Chelyn G Estillore
Dept of Tourism & Hotel Mgt
VSU, Visca, Baybay, Leyte

[Handwritten signature] 7/27/23

Dear Ms. Estillore:

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 **Instructor I** is hereby adjusted effective June 2, 2023 as follows:

- | | |
|--|--|
| 1. Actual monthly basic salary as of June 1, 2023
(SG <u>12</u> , Step <u>3</u>) | P 29,737.00
(356,844.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective June 2, 2023
(SG <u>12</u> , Step <u>4</u>) | P 30,028.00
(360,336.00 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,

[Handwritten signature]
EDGARDO E. TULIN
President

Position Title: Instructor I
Salary Grade: 12
Item No. FY 2022 Plantilla of Personnel: INST1- 5-2009

cc: RAO, HRMO, RSPPRO, PLBO