



VISAYAS
STATE UNIVERSITY

Office of the President
2/F Administration Building
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 563 7067
Email: op@vsu.edu.ph
Website: www.vsu.edu.ph

Notice of Step Increment Due to Length of Service

December 9, 2019

Ms. Maria Agnes P. Hermano
Library
VSU, Visca, Baybay, Leyte

Dear Ms. Hermano

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 November 1, 2019 as follows:

1. Actual monthly basic salary as of October 31, 2019 **P 13,214.00** (158,568.00 p.a)
(SG 4, Step 1)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective November 1, 2019 **P 13,316.00** (159,792.00 p.a)
(SG 4, Step 2)

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

cc: Records, ODAHRD, PRPEO, Payroll