



VISAYAS
STATE UNIVERSITY

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Notice of Step Increment Due to Length of Service

April 19, 2020

Mrs. Me-an D. Villas
MMDC
VSU, Visca, Baybay, Leyte

Dear Mrs. Villas

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 Assistant II** is hereby adjusted effective March 1, 2020 as follows:

- | | |
|--|--|
| 1. Actual monthly basic salary as of February 29, 2020
(SG <u>8</u> , Step <u>1</u>) | P 17,505.00
(210,060.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective March 1, 2020
(SG <u>8</u> , Step <u>2</u>) | P 17,663.00
(211,956.00 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

cc: Records, ODAHRD, 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.

Control Number: 025