



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 SALARY ADJUSTMENT

06-February-2020

Mr. Crisanto A. Mazo

Library Service

VSU, Visca, City of Baybay, Leyte

fl 3/17/2020

Dear Mr. Mazo:

Pursuant to National Budget Circular No. 579 dated January 24, 2020 implementing Republic Act No. 11466 dated January 8, 2020, your salary is hereby adjusted effective January 1, 2020 as follows:

1. Adjusted monthly basic salary effective January 1, 2020, under the New Salary Schedule; SG: 7, Step: 2 **₱ 16,585.00** (199,020.00) p.a.
2. Actual monthly basic salary as of December 31, 2019; SG: 7, Step: 2 **₱ 15,859.00** (190,308.00) p.a.
3. Monthly salary adjustment effective: January 1, 2020 (1-2) **₱ 726.00**

It is understood that this 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
EDGARDO E. TULIN
President

Position Title: Administrative Assistant I

Salary Grade: 7

Item No. FY 2019 Plantilla of Personnel: ADAS1-40-2004

cc: Records, ODA-HRD, PRPEO, Accounting, GSIS, 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: 193