



VISAYAS
STATE UNIVERSITY

Office of the President

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Notice of Step Increment Due to Length of Service

November 12, 2020

Mr. Arnulfo T. Galenzoga
Office of the University Registrar
VSU, Visca, Baybay, Leyte

Dear Mr. Galenzoga

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 November 8, 2020 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of November 7, 2020
(SG <u>8</u> , Step <u>6</u>) | P 18,310.00
(219,720.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective November 8, 2020
(SG <u>8</u> , Step <u>7</u>) | P 18,476.00
(221,712.00 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