



VISAYAS
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NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE

19-February-2018

Mr. Daniel M. Toldt, Jr.

OUS

Visayas State University

Baybay City, Leyte

Dear Mr. Toldt:

Pursuant to the 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 **Board Secretary V SG- 24** is hereby adjusted effective **March 1, 2018** as follows :

1. Actual monthly basic salary as of February 28, 2018..... Php 80,143.00.00 (961,716.00.00 p.a.)
(SG -24 Step 7)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective March 1, 2018...Php 81,344.00.00 (976,128.00.00p.a.)
(SG -24 Step 8)

This salary adjustment is subject to review and post-audit, and to appropriate readjustment 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.