



VISAYAS
STATE UNIVERSITY

Office of the President

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Notice of Step Increment Due to Length of Service

March 30, 2020

Mrs. Norma O. Villas
Reg. Office
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 Aide VI** is hereby adjusted effective January 3, 2020 as follows:

- | | |
|--|--|
| 1. Actual monthly basic salary as of January 2, 2020
(SG <u>6</u> , Step <u>1</u>) | P 15,524.00.00
(186,288.00.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective January 3, 2020
(SG <u>6</u> , Step <u>2</u>) | P 15,643.00.00
(187,716.00.00 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: 0129