



VISAYAS
STATE UNIVERSITY

OFFICE OF THE PRESIDENT
Visca Baybay City, Leyte 6521-A, Philippines
Phone/Fax: 565-0600 local 563-7323
Email Address: prpeo@vsu.edu.ph
Website: www.vsu.edu.ph

Notice of Step Increment Due to Length of Service

October 29, 2024

MR. ALEX O. ELORCHA

Office of the University Disaster & Risk Reduction Management
VSU, Visca, Baybay, Leyte

Dear Mr. Elorcha:

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 **Security Guard III** is hereby adjusted effective September 3, 2024 as follows:

1. Actual monthly basic salary as of September 2, 2024
(SG 8, Step 2) **₱ 20,720.00**
(248,640.00 p.a.)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective September 3, 2024 **₱ 20,908.00**
(SG 8, Step 3) (250,896.00 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,


PROSE IVY G. YEPES
President

Position Title: Security Guard III

Salary Grade: 8

Item No. FY 2024 Plantilla of Personnel: SECG3- 5-2010

cc: RAO, HRMO, RSPPRO, PLBO


DATE 9-30-2024
9:59