



**VISAYAS**  
STATE UNIVERSITY

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## Notice of Step Increment Due to Length of Service

June 14, 2021

Engr. Andy Phil D. Cortes  
DCE  
VSU, Visca, Baybay, Leyte

*[Handwritten signature: Andy Phil D. Cortes]*  
*6/17/21*

Dear Engr. Cortez:

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 **Instructor I** is hereby adjusted effective July 6, 2019 as follows:

- |  |  |
|--|--|
| 1. Actual monthly basic salary as of July 5, 2019<br>(SG <u>12</u> , Step <u>1</u> )       | <b>₱ 22,938.00</b><br>(275,256.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                 |  |
| 3. Adjusted monthly basic salary effective July 6, 2019<br>(SG <u>12</u> , Step <u>2</u> ) | <b>₱ 23,222.00</b><br>(278,664.00 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,

*[Handwritten signature: Edgardo E. Tulin]*  
**EDGARDO E. TULIN**  
President *[initials]*

Position Title: Instructor I  
Salary Grade: 12  
Item No. FY 2020 Plantilla of Personnel: INST1-28-2015

cc: OHRA, ODHRM, OHRSPPR, OHPLB

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.