



VISAYAS
STATE UNIVERSITY

OFFICE OF THE PRESIDENT

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Notice of Step Increment Due to Length of Service

March 13, 2023

Mr. Norberto M. Managbanag *3/13/23*
Dept of Pure & Applied Chemistry
VSU, Visca, Baybay, Leyte

Dear Mr. **Managbanag**:

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 I** is hereby adjusted effective March 1, 2023 as follows:

- | | |
|--|--|
| 1. Actual monthly basic salary as of February 28, 2023
(SG 1, Step 2) | ₱ 13,109.00
(157,308.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective March 1, 2023
(SG 1, Step 3) | ₱ 13,219.00
(158,628.00 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
EDGARDO E. TULIN
President

Position Title: Administrative Aide I
Salary Grade: 1
Item No. FY 2023 Plantilla of Personnel: ADA1-168-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB