



**VISAYAS**  
STATE UNIVERSITY

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**Notice of Step Increment Due to Length of Service**

April 19, 2020

**Mrs. Analou S. Montejo**  
DTHM  
VSU, Visca, Baybay, Leyte

Dear Mrs. Montejo

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 March 4, 2020 as follows:

- |  |  |
|--|--|
| 1. Actual monthly basic salary as of March 3, 2020<br>(SG <u>6</u> , Step <u>7</u> )       | <b>P 16,253.00</b><br>(195,036.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                 |  |
| 3. Adjusted monthly basic salary effective March 4, 2020<br>(SG <u>6</u> , Step <u>8</u> ) | <b>P 16,378.00</b><br>(196,536.00 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: 005