

**VISAYAS**
STATE UNIVERSITY**Office of the President**2/F Administration Building
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 563 7067
Email: op@vsu.edu.ph
Website: www.vsu.edu.ph**Notice of Step Increment Due to Length of Service**

December 9, 2019

Ms. May Ann S. Palen
DepStat.
VSU, Visca, Baybay, Leyte 1/14/20

Dear Ms. Palen

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 January 15, 2019 as follows:

1. Actual monthly basic salary as of January 14, 2019 **P 23,510.00** (282,120.00 p.a)
(SG 12, Step 3)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective January 15, 2019 **P 23,801.00** (285,612.00 p.a)
(SG 12, Step 4)

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. TULINA
President

This cancels the NOSI issued on July 1, 2019
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: 05