



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: www.vsu.edu.ph; email: op@vsu.edu.ph

Office of the President

NOTICE OF STEP INCREMENT

September 18, 2012

Ms. Ma. Nena Q. Ramos

DMPS, VSU

Visca, Baybay, Leyte

Madam :

Pursuant to Joint Civil Service Commission (CSC) and Department of Budget and Management (DBM) Circular No. 1, s. 1990 implementing (Section 13 (c) of R.A. No. 6758, your salary as **Assistant Professor III SG-17** is hereby adjusted effective **October 1, 2012** as shown below.

Basic Monthly Salary

As of September 30, 2012

Php 29,028.00 (348,336.00) S1

Salary Adjustment

a) Merit () step/s

b) Length of Service(1) step

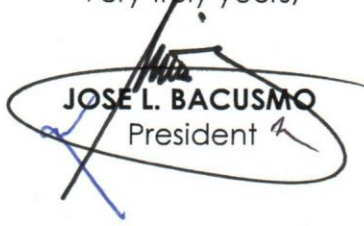
Adjusted Basic Monthly Salary

Effective October 1, 2012.....

Php 29,348.00 (352,176.00) S2

The step increment/s is/are subject to review and post-audit by the Department of Budget and Management and subject to readjustment and refund if found not in order.

Very truly yours,


JOSE L. BACUSMO
President

cc : Records, ODAHRD, PRPEO, Payroll