



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE PRESIDENT**

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

July 12, 2023

**Mr. Christopher A. Urate** *6/27/23*  
Dept of Agricultural & Biosystems Engineering  
VSU, Visca, Baybay, Leyte

Dear Mr. Urate:

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 June 1, 2023 as follows:

- |   |  |
|---|--|
| 1. Actual monthly basic salary as of May 31, 2023<br>(SG <u>1</u> , Step <u>1</u> )       | <b>P 13,000.00</b><br>(156,000.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                |  |
| 3. Adjusted monthly basic salary effective June 1, 2023<br>(SG <u>1</u> , Step <u>2</u> ) | <b>P 13,109.00</b><br>(157,308.00 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 2022 Plantilla of Personnel: ADA1-181-2004

cc: RAO, HRMO, RSPPRO, PLBO