



**VISAYAS**  
STATE UNIVERSITY

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

November 4, 2019

**Ms. Regina C. Bibera**  
PRPEO  
VSU, Visca, Baybay, Leyte

Dear: Ms. Bibera

Pursuant to the 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 Officer II SG-11** is hereby adjusted effective **October 1, 2019** as follows:

- |   |                                 |
|---|---------------------------------|
| 1. Actual monthly basic salary as of September 30, 2019<br>(SG11, Step1)    | Php 20,754.00 (249,048.00 p.a.) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                  |                                 |
| 3. Adjusted monthly basic salary effective October 1, 2019<br>(SG11, Step2) | Php 21,038.00 (252,456.00 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.