



VISAYAS
STATE UNIVERSITY

OFFICE OF THE PRESIDENT

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Notice of Step Increment Due to Length of Service

September 4, 2023

Ms. Dalisay F. Andres — *28 10/5/23*
Department of Philosophy and Social Science
VSU, Visca, Baybay, Leyte

Dear Ms. Andres:

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 Assistant II** is hereby adjusted effective August 1, 2023 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of July 31, 2023
(SG <u>8</u> , Step <u>2</u>) | P 19,923.00
(239,076.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective August 1, 2023
(SG <u>8</u> , Step <u>3</u>) | P 20,104.00
(241,248.00 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 Assistant II
Salary Grade: 8
Item No. FY 2022 Plantilla of Personnel: ADAS2-44-2004

cc: RAO, HRMO, RSPPRO, PLBO