



**VISAYAS**  
STATE UNIVERSITY

Office of the President

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**NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE**

**July 1, 2019**

**Ms. Clara P. Mercado**  
Administrative Aide VI  
Visayas State University  
Baybay City, Leyte

Dear Ms. Mercado:

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 Aide VI SG-6** is hereby adjusted effective **January 1, 2019** as follows:

1. Actual monthly basic salary as of December 31, 2018..... Php 15,192.00 (182,304.00 p.a.)  
(SG -6 Step 4)
2. Add: one (1) Step Increment  
Due to Length of Service
3. Adjusted monthly basic salary effective January 1, 2019..... Php 15,309.00 (183,708.00 p.a.)  
(SG -6 Step 5)

This salary adjustment is subject to review and post-audit, and to appropriate readjustment and refund if found not in order.

Very truly yours,

  
**EDGARDO E. TULINA**  
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.