



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 DUE TO LENGTH OF SERVICE

March 4, 2016

Ms. Jane M. Abapo
DoPAC, VSU
Baybay City

Dear Ms. Abapo :

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 **Laboratory Technician I SG - 6** is hereby adjusted effective **January 16, 2016**, as follows:.

1. Actual monthly basic salary as of January 15, 2016 Php 13,630.00 (163560.00)
(SG -6 Step 3)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective January 16, 2016Php 13,759.00 (165108.00)
(SG -6, Step 4)

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. TULIN
President

cc: Records, ODAHRD, PRPEO, Payroll

This supersedes the previous NOSI issued dated Jan. 15, 2016