



**VISAYAS**  
STATE UNIVERSITY

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

November 12, 2020

**Ms. Jocelyn T. Co**  
ODFM  
VSU, Visca, Baybay, Leyte

Dear Ms. Co

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 VI** is hereby adjusted effective October 1, 2020 as follows:

- |  |  |
|--|--|
| 1. Actual monthly basic salary as of September 30, 2020<br>(SG <u>6</u> , Step <u>2</u> )    | <b>P 15,643.00</b><br>(187,716.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                   |  |
| 3. Adjusted monthly basic salary effective October 1, 2020<br>(SG <u>6</u> , Step <u>3</u> ) | <b>P 15,763.00</b><br>(189,156.00 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