



VISAYAS
STATE UNIVERSITY

OFFICE OF THE PRESIDENT

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Notice of Step Increment Due to Length of Service

July 12, 2023

Ms. Chinelo M. Cardaño

Office of Vice Pres for Res, Ext'n & Innovation - 9
VSU, Visca, Baybay, Leyte

Dear Ms. **Cardaño**:

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 **Instructor I** is hereby adjusted effective June 1, 2023 as follows:

1. Actual monthly basic salary as of May 31, 2023
(SG 12, Step 1) **₱ 29,165.00**
(349,980.00 p.a)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective June 1, 2023
(SG 12, Step 2) **₱ 29,449.00**
(353,388.00 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

Position Title: Instructor I

Salary Grade: 12

Item No. FY 2022 Plantilla of Personnel: INST1-28-2020

cc: RAO, HRMO, RSPPRO, PLBO