



VISAYAS
STATE UNIVERSITY

Office of the President

Visca, Baybay City, Leyte, Philippines 6521
Tel./Fax: +63 53 563 7076
website: www.vsu.edu.ph; email: op@vsu.edu.ph

NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE

July 07, 2016

Mr. Levi G. Castañias
Dept. of Soil Science, VSU
Baybay City, Leyte

Dear Mr. Castañias:

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 III SG- 3** is hereby adjusted effective **July 1, 2016** as follows :

1. Actual monthly basic salary as of June 30, 2016..... Php 10,883.00 (130,596.00)
(SG -3 Step 1)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective July 1, 2016 Php 10,985.00 (131,820.00)
(SG -3 Step 2)

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