



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE PRESIDENT**

2/F Administration Building  
Visca, Baybay City, Leyte, PHILIPPINES  
Telefax: +63 53 563 7067  
Email: op@vsu.edu.ph  
Website: www.vsu.edu.ph

**NOTICE OF SALARY ADJUSTMENT**

January 17, 2023

**Ms. Sarah Jean C. Sugano**

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

03/09/23 *[Signature]*

Dear Ms. Sugano:

Pursuant to National Budget Circular No. 591 dated January 10, 2023 implementing Republic Act No. 11466 dated January 8, 2020, your salary is hereby adjusted effective January 1, 2023 as follows:

1. Adjusted monthly basic salary effective January 1, 2023,  
under the New Salary Schedule;  
SG: 12, Step: 1 ₱ 29,165.00 (349,980.00) p.a.
2. Actual monthly basic salary as of December 31, 2022;  
SG: 12, Step: 1 27,608.00 (331,296.00) p.a.
3. Monthly salary adjustment effective: January 1, 2023 (1-2) ₱ 1,557.00

It is understood that this salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

*[Signature]*  
**EDGARDO E. TULIN**  
President

Position Title: Instructor I

Salary Grade: 12

Item No. FY 2022 Plantilla of Personnel: INST1-29-2020

cc: OHRA, ODHRM, OHRSPPR, OHPLB