



VISAYAS
STATE UNIVERSITY

OFFICE OF THE PRESIDENT

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Notice of Step Increment Due to Length of Service

March 13, 2023

Ms. Dahlia R. Arpoceple
Cash Office
VSU, Visca, Baybay, Leyte

✓ 3/23/23


Dear Ms. Arpoceple:

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 March 9, 2023 as follows:

- | | |
|--------------------------------------------------------------------------------------------|----------------------------------------|
| 1. Actual monthly basic salary as of March 8, 2023
(SG <u>6</u> , Step <u>1</u>) | ₱ 17,553.00
(210,636.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective March 9, 2023
(SG <u>6</u> , Step <u>2</u>) | ₱ 17,688.00
(212,256.00 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: Administrative Aide VI
Salary Grade: 6
Item No. FY 2023 Plantilla of Personnel: ADA6-100-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB