



VISAYAS
STATE UNIVERSITY

OFFICE OF THE PRESIDENT

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Notice of Step Increment/s Due to Meritorious Performance

January 3, 2020

Mr. Hanzel N. Mejia

DCE

VSU, Visca, Baybay City, Leyte

[Handwritten signature]
1-25

Dear Mr. Mejia:

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 January 1, 2020 as follows:

1. Actual monthly basic salary as of January 1, 2020 ₱ 24,495.00 (293,940.00)
(SG12, Step 1)
2. Add: Two (2) Step Increment/s
Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2020 ₱ 25,067.00 (300,804.00)
(SG 12, Step 3)

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,

[Handwritten signature]
EDGARDO E. TULIN
President

Item No. INST1-24-2014

FY 2019 Personal Services Itemization and/or
Plantilla of Personnel

cc: OHRA, ODHRM, OHRSPPR, OHPLB

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.