



VISAYAS
STATE UNIVERSITY

OFFICE OF THE PRESIDENT

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Notice of Step Increment Due to Length of Service

May 25, 2021

Mr. Jeremy S. Caintic
OUDRRM
VSU, Visca, Baybay, Leyte

Dear Mr. Caintic:

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 **Security Guard I** is hereby adjusted effective May 4, 2021 as follows:

- | | |
|--|--|
| 1. Actual monthly basic salary as of May 3, 2021
(SG <u>3</u> , Step <u>2</u>) | P 13,677.00
(164,124.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective May 4, 2021
(SG <u>3</u> , Step <u>3</u>) | P 13,781.00
(165,372.00 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: Security Guard I
Salary Grade: 3
Item No. FY 2020 Plantilla of Personnel: SECG1- 5-1998

cc: OHRA, ODHRM, OHRSPPR, OHPLB