



VISAYAS
STATE UNIVERSITY

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Notice of Step Increment Due to Length of Service

September 26, 2019

Mr. Rolando I. Oracion
CAFS
VSU, Visca, Baybay, Leyte


Dear: Mr. Oracion

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 I SG-1** is hereby adjusted effective **September 28, 2019** as follows:

1. Actual monthly basic salary as of September 27, 2019 (SG1, Step4) Php 11,348.00 (136,176.00 p.a.)
2. Add: one (I) Step Increment Due to Length of Service
3. Adjusted monthly basic salary effective September 28, 2019 (SG1, Step5) Php 11,443.00 (137,316.00 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,


EDGRADO E. TULIN
President

cc: Records, ODAHRD, PRPEO, Payroll