



VISAYAS
STATE UNIVERSITY

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Notice of Step Increment Due to Length of Service

July 3, 2020

Mrs. Nilda D. Gacutan
Accounting Office
VSU, Visca, Baybay, Leyte


Dear Mrs. Gacutan

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 Assistant II** is hereby adjusted effective July 28, 2020 as follows:

- | | |
|--|--|
| 1. Actual monthly basic salary as of July 27, 2020
(SG <u>8</u> , Step <u>7</u>) | P 18,476.00
(221,712.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective July 28, 2020
(SG <u>8</u> , Step <u>8</u>) | P 18,643.00
(223,716.00 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

cc: Records, ODAHRD, PRPEO, Payroll

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

Control Number: 049