



VISAYAS
STATE UNIVERSITY

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Notice of Step Increment Due to Length of Service

March 4, 2021

Mr. Randy G. Omega
DCHM
VSU, Visca, Baybay, Leyte

9 - 3/10/21

Dear Mr. Omega:

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 II** is hereby adjusted effective March 1, 2021 as follows:

1. Actual monthly basic salary as of February 28, 2021
(SG 13, Step 2) **P 28,589.00**
(343,068.00 p.a.)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective March 1, 2021 **P 28,905.00**
(SG 13, Step 3) (346,860.00 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
EDGARDO E. TULIN
President

Position Title: Instructor II
Salary Grade: 13
Item No. FY 2020 Plantilla of Personnel: INST2-26-2011

cc: OHRA, ODHRM, OHRSPPR, OHPLB