



VISAYAS
STATE UNIVERSITY

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Notice of Step Increment Due to Length of Service

March 4, 2021

Mrs. Ma. Melissa F. Mendoza

Cash Division

VSU, Visca, Baybay, Leyte

→ [Signature]
3/10/2021

Dear Mrs. Mendoza:

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

1. Actual monthly basic salary as of February 28, 2021
(SG 4, Step 6) **₱ 14,961.00**
(179,532.00 p.a)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective March 1, 2021 **₱ 15,077.00**
(SG 4, Step 7) (180,924.00 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,

[Signature]
EDGARDO E. TULIN
President

Position Title: Administrative Aide IV

Salary Grade: 4

Item No. FY 2020 Plantilla of Personnel: ADA4-116-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB