



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: www.vsu.edu.ph; email: op@vsu.edu.ph

Office of the President

NOTICE OF STEP INCREMENT

April 24, 2013

Ms. Erlinda S. Valenzona
OVPI, VSU
ViSCA, Baybay City

Madam :

Pursuant to Joint Civil Service Commission (CSC) and Department of Budget and Management (DBM) Circular No. 1, s. 1990 implementing (Section 13 (c) of R.A. No. 6758, your salary as **Administrative Aide VI SG - 6** is hereby adjusted effective **May 17, 2013** as shown below.

Basic Monthly Salary

As of May 16, 2013 Php 13,180.00 (158,160.00) S3

Salary Adjustment

a) Merit () step/s

b) Length of Service(1) step

Adjusted Basic Monthly Salary

Effective May 17, 2013..... Php 13,312.00 (159,744.00) S4

The step increment/s is/are subject to review and post-audit by the Department of Budget and Management and subject to readjustment and refund if found not in order.

Very truly yours,


JOSE L. BACUSMO
President

cc : Records, ODAHRD, PRPEO, Payroll