

# Visayas State University

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Office of the President

## NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE

June 06, 2016

Ms. Elena I. Monteroso  
ISRDS, VSU  
Baybay City, Leyte

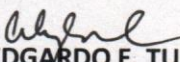
Dear Ms. Monteroso:

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 **Science Research Specialist I SG- 13** is hereby adjusted effective **June 1, 2016** as follows :

1. Actual monthly basic salary as of May 31, 2016..... Php 23,536.00 (282,432.00)  
(SG -13 Step 6 )
2. Add: one (1) Step Increment  
Due to Length of Service
3. Adjusted monthly basic salary effective June 1, 2016 ...Php 23,786.00 (285,432.00)  
(SG -13 Step 7 )

This salary adjustment is subject to review and post-audit, and to appropriate readjustment and refund if found not in order.

Very truly yours,

  
EDGARDO E. TULIN  
President

cc : Records, ODAHRD, PRPEO, Payroll