



VISAYAS
STATE UNIVERSITY

OFFICE OF THE PRESIDENT

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Notice of Step Increment Due to Length of Service

May 18, 2023

Mr. Arturo S. Bastasa

Institute of Tropical Ecology & Envi. Mgmt.
VSU, Visca, Baybay, Leyte

Dear Mr. Bastasa:

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 I** is hereby adjusted effective July 1, 2022 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of June 30, 2022
(SG <u>1</u> , Step <u>5</u>) | ₱ 12,941.00
(155,292.00 p.a) |
| 2. Add: one (1) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective July 1, 2022
(SG <u>1</u> , Step <u>6</u>) | ₱ 13,049.00
(156,588.00 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

Position Title: Administrative Aide I

Salary Grade: 1

Item No. FY 2022 Plantilla of Personnel: ADA1-169-2004

This cancels and replaces the NOSI issued on July 27, 2022.

cc: OHRA, ODHRM, OHRSPPR, OHPLB