



**VISAYAS**  
STATE UNIVERSITY

**Office of the President**

Visca, Baybay City, Leyte, Philippines 6521

Tel./Fax: +63 53 563 7076

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

**NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE**

**February 6, 2017**

**Mr. Romulo E. Morales**

VSU Laboratory High School, VSU

Baybay City, Leyte

Dear Mr. Morales:

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 **Administrative Aide III SG- 3** is hereby adjusted effective **January 10, 2017** as follows :

1. Actual monthly basic salary as of January 9, 2017..... Php 11,691.00 (140,292.00)  
(SG -3 Step 4 )
2. Add: one (1) Step Increment  
Due to Length of Service
3. Adjusted monthly basic salary effective January 10, 2017 .... Php 11,795.00 (141,540.00)  
(SG -3 Step 5 )

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

**Vision:** The premier university of science and technology in the Visayas.

**Mission:** Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.