




**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE PRESIDENT**

Visca Baybay City, Leyte 6521-A, Philippines  
Phone/Fax: 565-0600 local 563-7323  
Email Address: [prpeo@vsu.edu.ph](mailto:prpeo@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

**Notice of Step Increment Due to Length of Service**

July 12, 2023

Engr. Nilo L. Leorna   
TESDA Office  
VSU, Visca, Baybay, Leyte

Dear Engr. Leorna:

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 **Engineer II** is hereby adjusted effective June 14, 2023 as follows:

- |   |  |
|---|--|
| 1. Actual monthly basic salary as of June 13, 2023<br>(SG <u>16</u> , Step <u>3</u> )       | <b>P 40,509.00</b><br>(486,108.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                  |  |
| 3. Adjusted monthly basic salary effective June 14, 2023<br>(SG <u>16</u> , Step <u>4</u> ) | <b>P 40,935.00</b><br>(491,220.00 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: Engineer II  
Salary Grade: 16  
Item No. FY 2022 Plantilla of Personnel: ENG2-2-1998

cc: RAO, HRMO, RSPPRO, PLBO