




**VISAYAS**  
STATE UNIVERSITY

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

November 4, 2019

**Ms. Arlin B. Flandez**   
IASO  
VSU, Visca, Baybay, Leyte

Dear: Ms. Flandez

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 VI SG-6** is hereby adjusted effective **October 1, 2019** as follows:

- |  |                                 |
|--|---------------------------------|
| 1. Actual monthly basic salary as of September 30, 2019<br>(SG6, Step1)    | Php 14,847.00 (178,164.00 p.a.) |
| 2. Add: one (I) Step Increment<br>Due to Length of Service                 |                                 |
| 3. Adjusted monthly basic salary effective October 1, 2019<br>(SG6, Step2) | Php 14,961.00 (179,532.00 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

cc: Records, ODAHRD, PRPEO, Payroll

**Vision:** A globally competitive university for science, technology, and environmental conservation.

**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.