



VISAYAS
STATE UNIVERSITY

Office of the President

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NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE

August 15, 2017

Mr. Arnulfo T. Galenzoga

Registrar's Office
Visayas State University
Baybay City, Leyte

Dear Mr. Galenzoga:

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 Assistant II SG- 8** is hereby adjusted effective **August 1, 2017** as follows :

1. Actual monthly basic salary as of July 31, 2017..... Php 16,430.00(197,160.00 p.a.)
(SG -8 Step 5)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective August 1, 2017 Php 16,586.00(199,032.00 p.a.)
(SG -8 Step 6)

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.