



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

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

Office of the President

NOTICE OF STEP INCREMENT

August 20, 2013

Ms. Thelma P. Apas
Cash Division,
VSU, Baybay City

Madam :

Pursuant to Joint Civil Service Commission (CSC) and Department of Budget and Management (DBM) Circular No. 1, s. 1990 implementing (Section 13 (c) of R.A. No. 6758, your salary as **Administrative Aide IV SG - 4** is hereby adjusted effective **September 24, 2013** as shown below.

Basic Monthly Salary

As of September 23, 2013 Php 11,181.00 (134,172.00) S1

Salary Adjustment

a) Merit () step/s

b) Length of Service(1) step

Adjusted Basic Monthly Salary

Effective September 24, 2013..... Php 11,292.00 (135,504.00) S2

Madam :

The step increment/s is/are subject to review and post-audit by the Department of Budget and Management and subject to readjustment and refund if found not in order.

and Management (DBM) Circular No. 1, s. 1990 implementing (Section 13 (c) of R.A. No. 6758, your salary as Administrative Aide IV SG - 4 is hereby adjusted effective September 24, 2013 as shown below.

Very truly yours,

JOSE L. BACUSMO
President

cc : Records, ODAHRD, PRPEO, Payroll