



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel/FAX: +63 53 563 7067

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

Office of the President

NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE

June 06, 2016

Ms. Graciana M. Espinosa ✓

Records Office, VSU

Baybay City, Leyte

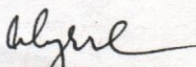
Dear Ms. Espinosa:

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 IV SG-4** is hereby adjusted effective **June 1, 2016** as follows:

1. Actual monthly basic salary as of May 31, 2016..... Php 12,103.00 (145,236.00)
(SG-4 Step 5)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective June 1, 2016 ...Php 12,217.00 (146,604.00)
(SG-4 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