



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 DUE TO LENGTH OF SERVICE

November 26, 2015

Mr. Jesus I. Giron
Security Office, VSU
Baybay City

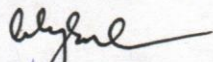
Dear Mr. Giron :

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 **Security Guard I SG - 3** is hereby adjusted effective **December 15, 2015**, as follows .:

1. Actual monthly basic salary as of December 14, 2015 Php 10,505.00 (126,060.00)
(SG-3, Step 2)
2. Add: one (1) Step Increment
Due to Length of Service
3. Adjusted monthly basic salary effective December 15, 2015Php 10,610.00 (127,320.00)
(SG-3, Step 3)

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