



VISAYAS
STATE UNIVERSITY

Office of the President

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Notice of Step Increment Due to Length of Service

February 7, 2020

Mr. Pedro O. Alkuino
Philrootcrops
VSU, Visca, Baybay, Leyte

— *[Signature]* 2/19/20

Dear Mr. Alkuino

Pursuant to Joint 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 I** is hereby adjusted effective July 1, 2019 as follows:

- | | |
|---|--|
| 1. Actual monthly basic salary as of June 30, 2019
(SG <u>1</u> , Step <u>2</u>) | P 11,160.00.00
(133,920.00.00 p.a) |
| 2. Add: one (I) Step Increment
Due to Length of Service | |
| 3. Adjusted monthly basic salary effective July 1, 2019
(SG <u>1</u> , Step <u>3</u>) | P 11,254.00.00
(135,048.00.00 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,

[Signature]
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.

Control Number: 07