



# Visayas State University

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Office of the President

## NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE

November 26, 2015

Mr. Allen Glennie P. Lambert  
LHS, VSU  
Baybay City

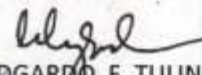
Dear Mr. Lambert :

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 **Instructor I SG - 12** is hereby adjusted effective **December 1, 2015**, as follows :

1. Actual monthly basic salary as of November 30, 2015 ..... Php 19,940.00 (239,280.00)  
(SG -12, Step 1 )
2. Add: one (1) Step Increment  
Due to Length of Service
3. Adjusted monthly basic salary effective December 1, 2015 .....Php 20,140.00 (241,680.00)  
(SG-12, Step 2 )

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