



**VISAYAS**  
STATE UNIVERSITY

**Office of the President**

2/F Administration Building  
Visca, Baybay City, Leyte, PHILIPPINES  
Telefax: +63 53 563 7067  
Email: [op@vsu.edu.ph](mailto:op@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

**Notice of Step Increment Due to Length of Service**

July 3, 2020

**Mrs. Miriam M. De La Torre**  
PRPEO  
VSU, Visca, Baybay, Leyte


Dear Mrs. De La Torre

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 Officer III** is hereby adjusted effective July 1, 2020 as follows:

- |  |   |
|--|---|
| 1. Actual monthly basic salary as of June 30, 2020<br>(SG <u>14</u> , Step <u>4</u> )      | <b>P 30,322.00</b><br>(363,864.00 p.a.) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                 |   |
| 3. Adjusted monthly basic salary effective July 1, 2020<br>(SG <u>14</u> , Step <u>5</u> ) | <b>P 30,678.00</b><br>(368,136.00 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,

  
**EDGARDO E. TULINA**  
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: 055