



**VISAYAS**  
STATE UNIVERSITY

Office of the President

2/F Administration Building  
VISAYAS STATE UNIVERSITY  
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**

**02-May-2018**

**Prof. Ed Allan L. Alcober**

DASS

Visayas State University

Baybay City, Leyte

Dear Prof. Alcober:

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 **Assistant Professor IV SG- 18** is hereby adjusted effective **April 14, 2018** as follows :

1. Actual monthly basic salary as of April 12, 2018..... Php 38,085.00.00 (457,020.00.00 p.a.)  
(SG -18 Step 1 )
2. Add: one (1) Step Increment  
Due to Length of Service
3. Adjusted monthly basic salary effective April 13, 2018...Php 38,543.00.00 (462,516.00.00p.a.)  
(SG -18 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

**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.