



# 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

September 21, 2015

Ms. Fatima T. Baliña  
DCDE, VSU  
Baybay City

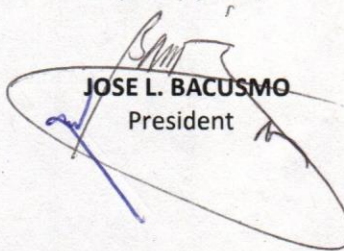
Dear Ms. Baliña :

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 **October 1, 2015**, as follows .:

1. Actual monthly basic salary as of September 30, 2015 ..... Php 31,351.00 (376,212)  
(SG-18, Step 1)
2. Add: one (1) Step Increment  
Due to Length of Service
3. Adjusted monthly basic salary effective October 1, 2015 ..... Php 31,696.00 (380,352.00)  
(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,

  
**JOSE L. BACUSMO**  
President

cc : Records, ODAHRD, PRPEO, Payroll