



VISAYAS
STATE UNIVERSITY

Office of the President

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NOTICE OF SALARY ADJUSTMENT

27-April-2020

Mr. Christopher R. Galgo Jr.
ISRDS
VSU, Visca, City of Baybay, Leyte

Dear Mr. Galgo:

Pursuant to National Budget Circular No. 579 dated January 24, 2020 implementing Republic Act No. 11466 dated January 8, 2020, your salary is hereby adjusted effective January 09, 2020 as follows:

1. Adjusted monthly basic salary effective January 09, 2020, under the New Salary Schedule; SG: 12, Step: 1 **₱ 24,495.00** (293,940.00) p.a.
2. Actual monthly basic salary as of January 09, 2020; SG: 12, Step: 1 **₱ 22,938.00** (275,256.00) p.a.
3. Monthly salary adjustment effective: January 09, 2020 (1-2) **₱ 1,557.00**

It is understood that this 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. TULIN
President

Position Title: Instructor I
Salary Grade: 12
Item No. FY 2019 Plantilla of Personnel: INST1-23-2016

cc:  5/4  5.4.20
Records, ODA-HRD, PRPEO, Accounting, GSIS, Payroll