

OFFICE OF THE PRESIDENT

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Notice of Step Increment Due to Length of Service

May 25, 2021

Mr. Crisanto A. Mazo University Library VSU, Visca, Baybay, Leyte

Dear Mr. Mazo:

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 Assistant I** is hereby adjusted effective May 1, 2021 as follows:

 Actual monthly basic salary as of April 30, 2021 (SG <u>7</u>, Step <u>2</u>) **7.311.00** (207,732.00 p.a)

- Add: one (I) Step Increment Due to Length of Service
- 3. Adjusted monthly basic salary effective May 1, 2021 (SG 7, Step 3)

77,444.00 (209,328.00 p.a)

The 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

Position Title: Administrative Assistant I

Salary Grade: 7

Item No. FY 2020 Plantilla of Personnel: ADAS1-40-2004

cc: OHRA, ODHRM, OHRSPPR, OHPLB

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.