



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

August 15, 2022

**Mr. Mark Anthony M. Barbadillo**  
Department of Soil Science  
VSU, Visca, Baybay, Leyte

Dear Mr. **Barbadillo**:

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 **Instructor I** is hereby adjusted effective August 1, 2022 as follows:

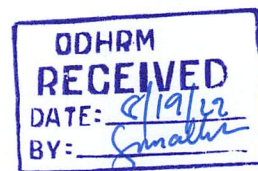
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|--|--|
| 1. Actual monthly basic salary as of July 31, 2022<br>(SG <u>12</u> , Step <u>1</u> )        | <b>₱ 27,608.00</b><br>(331,296.00 p.a) |
| 2. Add: one (I) Step Increment<br>Due to Length of Service                                   |  |
| 3. Adjusted monthly basic salary effective August 1, 2022<br>(SG <u>12</u> , Step <u>2</u> ) | <b>₱ 27,892.00</b><br>(334,704.00 p.a) |

The salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

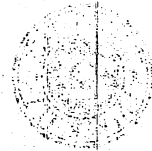
Very truly yours,

  
**EDGARDO E. TULIN**  
President

Position Title: Instructor I  
Salary Grade: 12  
Item No. FY 2020 Plantilla of Personnel: INST1-71-2016



cc: OHRA, ODHRM, OHRSPPR, OHPLB



Subject: Request for Security of Personnel

August 10, 2022

Dear Sir/Madam:  
In connection with the  
employment of the above  
named personnel, please

State University

It is requested that you advise the Commission (CSC) and Department of Budget and Finance (DBF) of the State University of Visayas (SUV) of the results of the security clearance conducted on the 17, 2022, for the personnel named above. The results of the security clearance should be submitted to the Commission (CSC) and Department of Budget and Finance (DBF) of the State University of Visayas (SUV) for their consideration.

Very truly yours,  
[Signature]

Respectfully,  
[Signature]

State University  
Office of the Chancellor

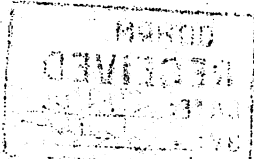
Very truly yours,  
[Signature]

Respectfully,  
[Signature]

The security clearance is subject to review and approval by the Commission (CSC) and Department of Budget and Finance (DBF) of the State University of Visayas (SUV).

Very truly yours,

State University  
Office of the Chancellor



State University  
Office of the Chancellor

Very truly yours,  
[Signature]

State University  
Office of the Chancellor