

## OFFICE OF THE PRESIDENT

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

## Notice of Step Increment Due to Length of Service

May 25, 2021

Ms. Syrene P. Nayre DTHM VSU, Visca, Baybay, Leyte

Dear Ms. Nayre:

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 May 8, 2021 as follows:

1. Actual monthly basic salary as of May 7, 2021 (SG 12, Step 1)

₱ 26,052.00 (312,624.00 p.a)

- 2. Add: one (I) Step Increment Due to Length of Service
- 3. Adjusted monthly basic salary effective May 8, 2021 (SG 12, Step 2)

26,336.00 (316,032.00 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: Instructor I

Salary Grade: 12

Item No. FY 2020 Plantilla of Personnel: INST1- 6-2017

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.