

OFFICE OF THE PRESIDENT

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Notice of Step Increment Due to Length of Service

May 25, 2021

Ms. Sheena Eunice B. Tabudlong IHK VSU, Visca, Baybay, Leyte

Dear Ms. Tabudlong:

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 September 17, 2020 as follows:

 Actual monthly basic salary as of September 16, 2020 (SG 12, Step 2) **P 24,779.00** (297,348.00 p.a)

- Add: one (I) Step Increment Due to Length of Service
- 3. Adjusted monthly basic salary effective September 17, 2020 (SG 12, Step 3)

₱ 25,067.00 (300,804.00 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: INST1-55-2012

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.