

OFFICE OF THE PRESIDENT

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

Notice of Step Increment Due to Length of Service

April 22, 2021

Ms. Myrna S. Pancito VSU, Visca, Baybay, Leyte

Dear Ms. Pancito:

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 Officer V** is hereby adjusted effective April 2, 2021 as follows:

1. Actual monthly basic salary as of April 1, 2021 (SG 18, Step 1)

P 43,681.00 (524,172.00 p.a)

- Add: one (I) Step Increment Due to Length of Service
- 3. Adjusted monthly basic salary effective April 2, 2021 (SG 18, Step 2)

P 44,184.00 (530,208.00 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 N

Position Title: Administrative Officer V

Salary Grade: 18

Item No. FY 2020 Plantilla of Personnel: ADOF5-16-2004

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.