



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE PRESIDENT**  
Visca Baybay City, Leyte 6521-A, Philippines  
Phone/Fax: 565-0600 local 563-7323  
Email Address: [prpeo@vsu.edu.ph](mailto:prpeo@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

## Notice of Step Increment/s Due to Meritorious Performance

January 3, 2020

**Mr. Raymund M. Igcasama**  
DMP  
VSU, Visca, Baybay City, Leyte

Dear Mr. Igcasama:

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 January 1, 2020 as follows:

1. Actual monthly basic salary as of January 1, 2020 (SG12, Step 5) P 25,653.00 <sup>(307,836.00)</sup>
2. Add: Two (2) Step Increment/s Due to Meritorious Performance
3. Adjusted monthly basic salary effective January 1, 2020 (SG 12, Step 7) P 26,254.00 <sup>(315,048.00)</sup>

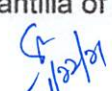
The salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

  
**EDGARDO E. TULIN**  
President

Item No. INST1-11-2013  
FY 2019 Personal Services Itemization and/or  
Plantilla of Personnel

cc: OHRA, ODHRM, OHRSPPR, OHPLB

 1/20/21  
Vision: A globally competitive university for science, technology, and environmental conservation.  
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.