

## OFFICE OF THE PRESIDENT

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

## Notice of Step Increment Due to Length of Service

September 10, 2021

**Ms. Jovelyn H. Mabuan** VSU College Library VSU, Visca, Baybay, Leyte

Dear Ma'am

Pursuant to the 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 **College Librarian II** is hereby adjusted effective September 23, 2021 as follows:

1. Actual monthly basic salary as of September 22, 2021 (SG <u>15</u>, Step <u>2</u>)

₱ 33,953.00 (407,436.00 p.a.)

- 2. Add: One (1) Step Increment Due to Length of Service
- 3. Adjusted monthly basic salary effective September 23, 2021 (SG <u>15</u>, Step <u>3</u>)

₱ 34,336.00 (412,032.00 p.a.)

This 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: College Librarian II

Salary Grade: 15

Item No. FY 2020 Plantilla of Personnel: CL2- 3-1998

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.