



VISAYAS
STATE UNIVERSITY

for posting
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Notice of Step Increment Due to Length of Service

May 30, 2022

Mr. Calextro O. Aure

Institute of Tropical Ecology & Envi. Mgmt.
VSU, Visca, Baybay, Leyte

Dear Mr. Aure:

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 Aide III** is hereby adjusted effective 5/17/2022 as follows:

1. Actual monthly basic salary as of May 16, 2022
(SG 3, Step 6)

₱ 14,676.00
(176,112.00 p.a)

2. Add: one (1) Step Increment
Due to Length of Service

3. Adjusted monthly basic salary effective 5/17/2022
(SG 3, Step 7)

₱ 14,790.00
(177,480.00 p.a)

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

Position Title: Administrative Aide III

Salary Grade: 3

Item No. FY 2020 Plantilla of Personnel: ADA3-169-04

cc: OHRA, ODHRM, OHRSPPR, OHPLB

7/6/22 8/6/22