



15 June 2022

Ms. HONEY SOFIA V. COLIS

OIC – Director, Human Resource Management
Visayas State University

Dear **Ms. Colis**:

As per Memorandum No. 511, s. 2022 from the Office of the President, those that are included in the list for permanent position status are directed to comply and submit necessary documents for processing and submission of appointment to the Civil Service Commission (CSC). These documents should be received in this office on June 24, 2022.

I hereby submitting the following documents of Mr. Charlie S. Andan:

1. Transcript of Records (MS Meteorology) and Diploma (MS Meteorology) *
2. NBI Clearance (original & scanned copy)
3. Medical Certificate (original & scanned copy)
4. Oath of Office Form
5. Personal Data Sheet (PDS)
6. Assumption of Duty Form
7. SALN (as of May 2022)
8. Position Description Form (PDF)

* Already submitted the original copy of this document to Ms. Jennifer E. Ando, OIC Head of RSPPRO dated 25 March 2022.

Thank you.

Respectfully yours,

LORNA B. ABAMO

dDRC, Department of Meteorology
College of Engineering & Technology
VSU

Noted:

CHARLIE S. ANDAN

Head, Department of Meteorology