



Department of Education
Region No. VIII
ORMOC CITY DIVISION
Ormoc City



SERVICE RECORDS

(To be accomplished by Employer)

Emp. No. _____

NAME : **CATAYOC** **MA. THERESA** **MANAWATAO** (if married woman, given also full maiden name)
(Surname) (Givenname) (Middlename)

(Date herein should be checked from birth or baptismal certificate or other reliable documents.)

BIRTH : April 3, 1997 Ormoc City
(Date) (Place)

This is to certify that the aforementioned employee has actually rendered services on the dates and places hereunder indicated based on the appointment and other papers available in this Office, to wit.

Inclusive Date		Record of Appointment			Office Entity		Leave	Separation	
From	To	Designation	Status	Annual Salary	Station/Place Assignment	Division Branch	Absence w/o pay	Date/Cause	
10-04-18	01-06-19	Tea. I	Subs.	242,148.00	DepEd, Ormoc City	N/M	None	01-07-19	Drop.

PURPOSE:

For Employment purposes only.

Issued in compliance with Executive Order No. 54 dated August 10, 1954 and in accordance with Circular No. 58 dated August 10, 1954 of the System.

Certified Correct:

May 21, 2021
Date

MAHALIA M. LAURON
Administrative Officer IV

Attested by:

MARIA CLAUDITH L. MANAWATAO
Administrative Officer V

CS Form No. 33-A
(Revised 2017)

(Stamp of Date of Receipt)

Republic of the Philippines
Department of Education
Division of Ormoc City

Mr./Mrs./Ms.: Ma. Theresa M. Catayoc

You are hereby appointed as Teacher I (SG/JG/PG 11)
(Position Title)

under Substitute status at the Department of Education Ormoc City Division
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of TWENTY THOUSAND ONE HUNDRED SEVENTY NINE PESOS (P 20,179.00)
pesos per month

The nature of this appointment is Reemployment vice Cherry T. Polenio
(Original, Promotion, etc.)

who is Maternity (Nov. 8, 2018-Jan. 6, 2019) with Plantilla Item No. OSEC-DECSB-TCH1-543972-2018
(Transferred, Retired, etc.)

Page 82 of 103

This appointment shall take effect on the date of signing by the appointing officer/authority.

Very truly yours,

[Signature]
MANUEL P. ALBAÑO, Ph.D., CESO V
Schools Division Superintendent
Appointing Officer/Authority

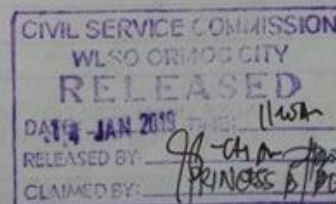
11-8-18
Date of Signing

CSC ACTION:
APPROVED AS SUBSTITUTE

[Signature]
REY ALBERT B. UY
DIRECTOR II
Authorized Official

07 DEC 2018

Date



(Stamp of Date of Release)

CS Form No. 33-A

Revised 2017

(Stamp of Date of Receipt)

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pesos per month

The nature of this appointment is Original vice Melbe M. Manipes
(Original, Promotion, etc.)

who is on Maternity Leave with Plantilla Item No. OSEC-DECSB-TCH2-542239-2017
(Transferred, Retired, etc.)

Page 4 of 9

This appointment shall take effect on the date of signing by the appointing officer/authority.

Very truly yours,

MANUEL P. ALBAÑO, Ph.D., CESO V
Schools Division Superintendent
Appointing Officer/Authority

10.4.18
Date of Signing

CSC ACTION:

APPROVED AS SUBSTITUTE

REY ALBERT B. UY
for DIRECTOR II
Authorized Official

17 OCT 2018
Date

Date



(Stamp of Date of Release)

10-23-2018
Date