



Republic of the Philippines
Department of Education
Region VIII - Eastern Visayas
SCHOOLS DIVISION OF BAYBAY CITY
Brgy. Ga-as, Baybay City, Leyte
SERVICE RECORD



Employee No. 6298003

Name: CAINTIC JOHN PAOLO ALKUINO (If married woman, give also maiden name)
(Family Name) (First Name) (Middle Name)

Birth: May 26, 1994 Baybay City, Leyte (Date herein should be checked from birth
(Date) (Place) or baptismal certificate or other reliable documents)

THIS IS TO CERTIFY that the employee named above rendered service in this Office as shown by the service records below its line in which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned.

Inclusive Dates of Service (mm-dd-yy)		Record of Appointment			DepEd/Division Station/Place	Branch	Leave of absence w/o pay	Separation	
From	To	Designation	Status	Salary p.a. (Php)				Date	Cause
01-08-18	12-31-18	Administrative Aide VI	Permanent	172,080	CID, SDO	Nat'l	None		(Original Appointment)
01-01-19	06-09-19	"	"	178,164	"	"	"		(NBC 575)
06-10-19	12-31-19	Administrative Assistant III	"	215,700	OSDS, SDO	"	"		(Promotion)
01-01-20	12-31-20	"	"	225,408	"	"	"		(NBC 579)
01-01-21	10-10-21	"	"	235,116	"	"	"		(NBC 584)
10-11-21	12-31-21	Administrative Officer II	"	286,524	"	"	"		(Promotion)
01-01-22	12-31-22	"	"	305,268	"	"	"		(NBC 588)
01-01-23	12-31-23	"	"	324,000	"	"	"		(NBC 591)
01-01-24	10-10-24	"	"	342,144	"	"	"		(NBC 594)
10-11-24	12-31-24	"	"	345,552	"	"	"		(Salary Step 2)
01-01-25	Present	"	"	363,696	"	"	"		(NBC 597)

Purposes: For employment

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:

February 13, 2025
Date

JULIUS CESAR L. DE LA CERNA
HRMO II



VISAYAS
STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

CERTIFICATE OF EMPLOYMENT

To Whom It May Concern:

This is to certify that according to the records of this office, **Mr. John Paolo A. Caintic** was contracted as **Clerk** on job order status of this University from January 18, 2016 up to December 31, 2017 at the Office of the Vice President for Administration and Finance.

This certification is issued upon the request of Mr. Caintic for employment purposes.

Issued on February 13, 2025 at VSU, Visca, City of Baybay, Leyte.


LUVILLA G. ALCOBER
Head, RSPPRO *oic 2/17/25*

Official Receipt No: 0708351
Date Issued: 13-February-2025



**RECRUITMENT, SELECTION, PLACEMENT AND
PERSONNEL RECORDS OFFICE**
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Page 1 of 1
FM-VSU-04
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