



Service Record

NAME: GUARTE, DONNA MASION

BIRTHDATE: January 30, 1989 **BIRTHPLACE:** Cabulihan, Maasin City, Southern Leyte (Date herein should be checked from birth or baptismal certificate or some other reliable documents.)

Employee No: V01261

This is to certify that the employee named herein above actually rendered services in this Office as shown by the service record below, each line of which is supported by appointment and other papers actually issued by this office and approved by the authorities concerned.

SERVICE (Inclusive Date)		RECORD OF APPOINTMENT	OFFICE ENTITY/DIV.				Leave/ Absent Without Pay		SEPARATION (4)
From	To	Designation	Status (1)	Salary (2)	Station/ Branch Place (3)		From	To	Date-Cause
08/23/2021	12/31/2021	Instructor I	T	312,624.00	A	VSU Nat.			Original
01/01/2022	06/02/2022	Instructor I	T	331,296.00	A	VSU Nat.			NBC 588
06/03/2022	12/31/2022	Instructor I	P	331,296.00	A	VSU Nat.			Reappointment
01/01/2023	PRESENT	Instructor I	P	349,980.00	A	VSU Nat.			NBC 591

Purpose: For In house promotion of Instructor I with PhD

O.R. #: 0656975

Date: 22-June-2023

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.

Legend: D - Daily M - Monthly A - Annually

C - Casual T - Temporary
CO-Contractual TS - Temp./Subst.
P - Permanent S - Substitute
PR - Provisional RS - Regular Substitute
PB - Probational RP - Regular Permanent
Hi - Hired PS - Provisional/Substitute

CERTIFIED CORRECT:

MIRIAM M. DE LA TORRE
OIC-Head, RSPPRO

Date Issued: 06/26/2023