

CS Form No. 33-B
Revised 2025

(Stamp of Date of Receipt)

Republic of the Philippines
VISAYAS STATE UNIVERSITY
Baybay City, Leyte

Mr./Mrs./Ms.: MERLIN R. LEBANTE

You are hereby appointed as Administrative Assistant II (Human Resource Mgt Asst) (SG 8, Step 1)
(Position Title)

under Permanent status at the Human Resource Management and Development
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of TWENTY-ONE THOUSAND FOUR HUNDRED FORTY-EIGHT (P
21,448.00) pesos per month.

The nature of this appointment is Original vice Vilbar,
(Original, Promotion, etc.)

Carren Mae B. who Promoted with plantilla Item No. VISCAB-ADAS2-81-2023 Page
(Transferred, Retired, etc.)
11 of 26 pp.

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

Very truly yours,


PROSE IVY G. YEPES
Appointing Officer/Authority

November 17, 2025
Date of Signing

Accredited/Deregulated Pursuant to
CSC Resolution No. 2500358, s. 2025
dated 04/30/2025

DRY SEAL

(Stamp of Date of Receipt)

SUBJECT TO TWO (2) YEARS PROBATIONARY PERIOD
per 2018 approved VSU MSP

Certification

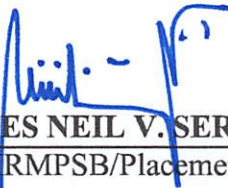
This is to certify that all requirements and supporting papers pursuant to the **2025 Omnibus Rules on Appointments and Other Human Resource Actions**, have been complied with, reviewed, and found to be.

The position was published at CSC-Bulletin Vacant Positions from Aug. 07, 2025 to Aug. 18, 2025 and posted in Admin Bldg, USSO Bulletin Boards, jobs.vsu.edu.ph from Aug. 07, 2025 to Aug. 18, 2025 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on October 23, 2025.


HONEY SOFIA V. COLIS
HRMO

Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB/Placement Committee during the deliberation held on October 23, 2025.


MOISES NEIL V. SERIÑO
Chairperson, HRMPSB/Placement Committee

CSC/HRMO Notation

ACTION ON APPOINTMENTS			Recorded by
☐ Validated per RAI for the month of _____			
☐ Invalidated per CSCRO/FO letter dated _____			
☐ Appeal	DATE FILED	STATUS	
☐ CSCRO/CSC-Commission			
☐ Petition for Review			
☐ CSC-Commission			
☐ Court of Appeals			
☐ Supreme Court			

Original Copy - for the Appointee
Original Copy - for the Civil Service Commission
Original Copy - for the Agency

Acknowledgement
Received original/photocopy of appointment on November 13, 2025

MERLIN R. LEBANTE
Appointee