

CS Form No. 33-B  
Revised 2018

(Stamp of Date of Receipt)

Republic of the Philippines  
VISAYAS STATE UNIVERSITY  
Baybay City, Leyte

Mr./Mrs./Ms.: CHIZKA MAE S. MARTINEZ

You are hereby appointed as Administrative Aide III (SG 3, Step 1)  
(Position Title) Clerk I

under Permanent status at the Accounting Office  
(Permanent, Temporary, etc.) (Office/Department/Unit)


with a compensation rate of FOURTEEN THOUSAND ONE HUNDRED TWENTY-FIVE (P  
14,125.00) pesos per month.

The nature of this appointment is Reappointment vice N/A  
(Original, Promotion, etc.)

who N/A with plantilla Item No. VISCAB-ADA3-184-2004 Page 16 of 20 pp.  
(Transferred, Retired, etc.)

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

Very truly yours,

  
EDGARDO E. TULIN  
Appointing Officer/Authority

March 03, 2022  
Date of Signing

Accredited/Deregulated Pursuant to  
CSC Resolution No. 1801514, s. 2018  
dated 12/18/2018

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 **CSC MC No. 24, s. 2017 as amended** have been compiled with, reviewed and found to be in order.

The position was published at CSC-Bulletin of Vacant Positions from Sep. 17, 2021 to Sep. 27, 2021 and posted in Admin Bldg, USSO Bulletin Boards, jobs.vsu.edu.ph from Sep. 17, 2021 to Sep. 27, 2021 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on January 19, 2022.

  
**HONEY SOFIA V. COLIS**  
OIC, 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 January 19, 2022.

  
**DANIEL LESLIE S. TAN**  
Chairperson, HRMPSB/**Placement Committee**

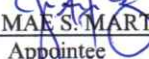
### CSC/HRMO Notation

ACTION ON APPOINTMENTS			Recorded by
<input type="checkbox"/> Validated per RAI for the month of _____			
<input type="checkbox"/> Invalidated per CSCRO/FO letter dated _____			
<input type="checkbox"/> Appeal	DATE FILED	STATUS	
<input type="checkbox"/> CSCRO/CSC-Commission			
<input type="checkbox"/> Petition for Review			
<input type="checkbox"/> CSC-Commission			
<input type="checkbox"/> Court of Appeals			
<input type="checkbox"/> Supreme Court			

### Acknowledgement

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

Received original/photocopy of appointment on 4/8/2022

  
**CHIZKA MAE S. MARTINEZ**  
Appointee