

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.: CLAUDETTE MELI HOFF E. GARDUCE

You are hereby appointed as Information Officer II (SG 15, Step 1)
(Position Title)

under Permanent status at the University Integrated Media Center
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of FORTY THOUSAND TWO HUNDRED EIGHT (₱ 40,208.00) pesos per month.

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

who N/A with plantilla Item No. VISCAB-INFO2-32-2023 Page 4 of 26 pp.
(Transferred, Retired, etc.)

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

March 17, 2025
Date of Signing

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

DRY SEAL

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