

CS Form No. 33-B
Revised 2018

Republic of the Philippines
VISAYAS STATE UNIVERSITY
Baybay City, Leyte

Mr./Mrs./Ms.: JENNIFER E. ANDO

You are hereby appointed as Administrative Officer V (Human Resource Mgt Officer III) (SG 18, 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 FIFTY-ONE THOUSAND THREE HUNDRED FOUR (P 51,304.00) pesos
per month.

The nature of this appointment is Promotion vice N/A
(Original, Promotion, etc.)
who N/A with plantilla Item No. VISCAB-ADOF5-13-2004 Page 2 of 26 pp.
(Transferred, Retired, etc.)

This appointment shall take effect on the date of signing by the appointing officer/authority.
Subject to CSC attestation of the promotional appointment of the incumbent of the previous position.

Very truly yours,

PROSE IVY G. YEPES
Appointing Officer/Authority

May 13, 2025
Date of Signing

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



CIVIL SERVICE COMMISSION
WESTERN LEYTE SATELLITE OFFICE
ORMOC CITY
RECEIVED: _____
DATE/TIME _____
RECEIVING OFFICER: _____

for ACTION OFFICER

Date and Time Received _____
Date and Time Attested _____
ACTION OFFICER: _____

CIVIL SERVICE COMMISSION
WESTERN LEYTE SATELLITE OFFICE
ORMOC CITY
RELEASED: _____
DATE/TIME _____
RELEASING OFFICER: _____
RECEIVED BY: _____

(Stamp of Date of Receipt)

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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 Oct. 23, 2024 to Nov. 03, 2024 and posted in Admin Bldg, USSO Bulletin Boards, jobs.vsu.edu.ph from Oct. 23, 2024 to Nov. 03, 2024 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on April 03, 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 April 03, 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 _____

JENNIFER E. ANDO
Appointee