

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.: JENNIFER G. TINAJA

You are hereby appointed as Internal Auditor I (SG 11, Step 1)
(Position Title)

under Permanent status at the Internal Audit Service
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of THIRTY THOUSAND TWENTY-FOUR (P 30,024.00) pesos per month.

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

who N/A with plantilla Item No. VISCAB-IAUD1-12-2023 Page 8 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

February 03, 2025
Date of Signing

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

DRY SEAL

(Stamp of Date of Receipt)

Republic of the Philippines
VISAYAS STATE UNIVERSITY
ViSCA, Baybay City, Leyte

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. Jennifer G. Tinaja has assumed the duties and responsibilities as Internal Auditor I of Internal Audit Service effective February 3, 2025.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Jennifer G. Tinaja as Internal Auditor I.

Done this 3rd day of February 2025 in Baybay City, Leyte.


MARIA TERESA A. CRUZ
Head of Office/Department/Unit

Date: February 3, 2025

Attested by:


HONEY SOFIA V. COLIS
HRMO

201 file
Admin
COA
CSC

*For submission to CSC FO
within 30 days from the
date of assumption of the
appointee*

REPUBLIC OF THE PHILIPPINES
VISAYAS STATE UNIVERSITY
ViSCA, Baybay City, Leyte

OATH OF OFFICE

I, Jennifer G. Tinaja of Internal Audit Service Office, VSU Baybay City, Leyte
having been appointed to the position of Internal Auditor I, hereby solemnly swear,
that I will faithfully discharge to the best of my ability, the duties of my present
position and of all others that I may hereafter hold under the Republic of the
Philippines; that I will bear true faith and allegiance to the same; that I will obey the
laws, legal orders, and decrees promulgated by the duly constituted authorities of the
Republic of the Philippines; and that I impose this obligation upon myself voluntarily,
without mental reservation or purpose of evasion.


SO HELP ME GOD.


JENNIFER G. TINAJA

(Signature over Printed Name of the Appointee)

Government ID: VSU ID
ID Number : V01227
Date Issued : 03-03-21

Subscribed and sworn to before me this 3rd day of
February, 2025 in ViSCA, Baybay City, Leyte,
Philippines.


PROSE IVY G. YEPES

(Signature over Printed Name of
Person Administering the Oath)