

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.: JEFFREY D. GALLEG0

You are hereby appointed as Information Systems Analyst I (SG 12, Step 1)
(Position Title)

under Permanent status at the University Information and Communications Technology Services
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of THIRTY-TWO THOUSAND TWO HUNDRED FORTY-FIVE

(P 32,245.00) pesos per month.

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

who N/A with plantilla Item No. VISCAB-INFOSA1-1-2002 Page 6 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

July 01, 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)

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

Certification

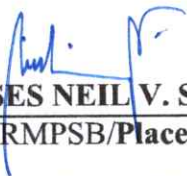
This is to certify that all requirements and supporting papers pursuant to **CSC MC No. 24, s. 2017** as amended have been compiled with, reviewed and found to be in order.

The position was published at CSC-Bulletin of Vacant Positions from 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 February 20, 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 February 20, 2025.

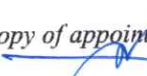

MOISES NEIL V. SERIÑO
Chairperson, HRMPSB/**Placement Committee**

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			

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

Acknowledgement

Received original/photocopy of appointment on 07-21-2025

JEFFREY D. GALLEGO
Appointee

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. Jeffrey D. Gallego
_____ has assumed the duties and responsibilities as
Information System Analyst I of Visayas State
University effective _____.

This certification is issued in connection with the issuance of the
appointment of Ms./Mr. Jeffrey D. Gallego as Information System
Analyst I.

Done this _____ day of _____ in _____.


NORMAN O. VILLAS
Head of Office/Department/Unit

Date: July 1, 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, Jeffrey D. Gallego of University Information
Communication and Technology Services (UITS) having been appointed
to the position of Information Systems Analyst 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.

Jeffrey D. Gallego
(Signature over Printed Name
of the Appointee)

Government ID: Driver License
ID Number : H12-19-002251
Date Issued : 05-22-2029

Subscribed and sworn to before me this 1st day of
July, 2025 in VRU, Baybay City,
Philippines.

PROSE IVY G. YEPES
(Signature over Printed Name
of Person Administering the
Oath)