

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.: DALISAY F. ANDRES

You are hereby appointed as Administrative Officer I (Records Officer I) (SG 10, Step 1)  
(Position Title)

under Permanent status at the Records and Archives Office  
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of TWENTY-FIVE THOUSAND FIVE HUNDRED EIGHTY-SIX (P  
25,586.00) pesos per month.

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

who N/A with plantilla Item No. VISCAB-ADOF1-55-2023 Page 9 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

March 25, 2025  
Date of Signing

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

DRY SEAL

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