

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.: ERLINDA S. VALENZONA

You are hereby appointed as Administrative Assistant III (SG 9, Step 1)  
(Position Title) Computer Operator II

under Permanent status at the Office of the Vice President for Academic Affairs  
(Permanent, Temporary, etc.) (Office/Department/Unit)


with a compensation rate of TWENTY-ONE THOUSAND TWO HUNDRED ELEVEN (P 21,211.00)  
pesos per month.

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

who N/A with plantilla Item No. VISCAB-ADAS3-64-2023 Page 10 of 28 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 16, 2024  
Date of Signing

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

DRY SEAL

(Stamp of Date of Receipt)



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 Jan. 30, 2024 to Feb. 10, 2024 and posted in Admin Bldg, USSO Bulletin Boards, jobs.vsu.edu.ph from Jan. 30, 2024 to Feb. 10, 2024 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on April 18, 2024.

  
**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 18, 2024.

  
**ELWIN JAY V. YU**  
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			

Acknowledgement

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

Received original/photocopy of appointment on June 02, 2024  
  
**ERLINDA S. VALENZONA**  
Appointee