

Republic of the Philippines


VISAYAS STATE UNIVERSITY
(Name of Agency)

(Stamp of Date of Receipt)

PLANTILLA OF CASUAL APPOINTMENTS

Department/Office: Data Privacy and FOI Services
INSTRUCTIONS:

Source of Funds: A.I.a

NAME OF APPOINTEE/S					POSITION TITLE (Do not abbreviate)	EQUIVALENT SALARY/ JOB/ PAY GRADE	DAILY WAGE	PERIOD OF EMPLOYMENT		NATURE OF APPOINTMENT (Original/ Reappointment/ Reemployment)	ACKNOWLEDGEMENT OF APPOINTEE/S	
	Last Name	First Name	Name Extension (Jr/III)	Middle Name				From (day/month/year)	To (day/month/year)		Signature	Date Received
1	GALLEGO	WILMA	N/A	BONGOT	ADMINISTRATIVE AIDE III (Clerk I)	SG-3	720.55	11/04/2025	12/31/2025	Original		11/04/2025
2	***nothing follows***											
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The abovenamed personnel are hereby hired/appointed as casuals at the rate of compensation stated opposite their names for the period indicated. It is understood that such employment will cease automatically at the end of the period stated unless renewed. Any of all of them may be terminated anytime before the expiration of the employment period when their services are no longer needed or the project has already been completed/finished or their performance are below par.


CERTIFICATION:

This is to certify that all the requirements and supporting documents pursuant to the 2025 Omnibus Rules on Appointments and Other Human Resource Actions have been complied with, reviewed, and found in order.


HONEY SOFIA V. COLIS
HRMO

Date: _____

APPOINTING OFFICER / AUTHORITY:


PROSE IVY G. YEPES
President

Date: _____

ACCREDITED PURSUANT TO:

CSC Resolution No.: _____

Date : _____