

CS Form No. 33-B  
Revised 2018

Republic of the Philippines  
VISAYAS STATE UNIVERSITY  
Baybay City, Leyte

Mr./Mrs./Ms.: JESIBEL L. MUERTIGUE

You are hereby appointed as Administrative Aide III (SG 3, Step 1)  
(Position Title) Clerk I

under Permanent status at the College of Forestry & Environmental Sciences  
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of FOURTEEN THOUSAND SIX HUNDRED SEVENTY-EIGHT (P  
14,678.00) pesos per month.

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

who N/A with plantilla Item No. VISCAB-ADA3-191-2004 Page 18 of 22 pp.  
(Transferred, Retired, etc.)

This appointment shall take effect on the date of signing by the appointing officer/authority.

Very truly yours,

EDGARDO E. TULIN  
Appointing Officer/Authority

February 17, 2023  
Date of Signing

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



CIVIL SERVICE COMMISSION  
WESTERN LEYTE SATELLITE OFFICE  
ORMOC CITY  
RELEASED:

\_\_\_\_\_  
DATE/TIME

RELEASING OFFICER: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

(Stamp of Date of Receipt)

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

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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 May. 19, 2022 to May. 30, 2022 and posted in Admin Bldg, USSO Bulletin Boards, jobs.vsu.edu.ph from May. 19, 2022 to May. 30, 2022 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on February 17, 2023.

**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 17, 2023.

**DANIEL LESLIE S. TAN**  
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 \_\_\_\_\_

**JESIBEL L. MUERTIGUE**  
Appointee