

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.: MA. FE L. GAYANILO

You are hereby appointed as Administrative Officer II (Human Resource Mgt Officer I) (SG 11, Step 1)
(Position Title)

under Permanent status at the Human Resource Management and Development
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of THIRTY THOUSAND TWENTY-FOUR (P 30,024.00) pesos per month.

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

who N/A with plantilla Item No. VISCAB-ADOF2-30-2004 Page 3 of 4 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 13, 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)

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. MA. FE L. GAYANILO has assumed the duties and responsibilities as Administrative Officer II of Human Resource Management & Development effective May 13, 2025.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Gayanilo as Administrative Officer II.

Done this 13th day of May 2025 in Visayas State University, Baybay City, Leyte.


HONEY SOFIA V. COLIS
Head of Office/Department/Unit

Date: May 13, 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, **MA. FE L. GAYANILO** of Human Resource Management and Development having been appointed to the position of Administrative Officer II 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.


MA. FE L. GAYANILO
(Signature over Printed Name
of the Appointee)

Government ID: VSU ID
ID Number : V00626
Date Issued : 5/13/25

Subscribed and sworn to before me this 10th day of
May, 2025 in VSU, Baybay City, Leyte,
Philippines.


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