

(Stamp of Date of Receipt)

Republic of the Philippines

**VISAYAS STATE UNIVERSITY**

(Name of Agency)


**PLANTILLA OF CASUAL APPOINTMENTS**

Department/Office: Graduate Education

Source of Funds: A.III.a

**INSTRUCTIONS:**

- (1) Only a maximum of fifteen (15) appointees must be listed on each page of the Plantilla of Casual Appointments.
- (2) Indicate 'NOTHING FOLLOWS' on the row following the name of the last appointee on the last page of the Plantilla.
- (3) Provide proper pagination (Page n of n page/s)."

NAME OF APPOINTEE/S					POSITION TITLE (Do not abbreviate)	EQUIVALENT SALARY/ JOB/ PAY GRADE	DAILY WAGE	PERIOD OF EMPLOYMENT		NATURE OF (Original/ Reappointment/ Reemployment)	ACKNOWLEDGEMENT OF APPOINTEE/S	
	Last Name	First Name	Name Extension (Jr/III)	Middle Name				From (mm/dd/yyyy)	To (mm/dd/yyyy)		Signature	Date Received
1	LINGATONG	NICASIO	N/A	DILIG	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	SG- 1	639.14	05/19/2025	12/31/2025	ORIGINAL		06-3-2025
	****NOTHING FOLLOWS****											

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 or all of them may be laid-off any time before the expiration of the employment period when their services are no longer needed or funds are no longer available 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 CSC MC No. 24, s. 2017, as amended, have been complied with, reviewed and found in order.

  
**HONEY SOFIA V. COLIS**  
HRMO

**APPOINTING OFFICER / AUTHORITY:**

  
**PROSE IVY G. YEPES**  
President

**ACCREDITED PURSUANT TO:**

CSC Resolution No.: 1801514 s. 2018

Date : 12/18/2018

REPUBLIC OF THE PHILIPPINES  
VISAYAS STATE UNIVERSITY  
ViSCA, Baybay City, Leyte

OATH OF OFFICE

I, Nicasio D. Lingatong of Graduate Education having been appointed to the position of Administrative Aide I 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.

  
NICASIO D. LINGATONG  
(Signature over Printed Name  
of the Appointee)

Government ID: PHILHEALTH  
ID Number : 13-025153411-0  
Date Issued :

Subscribed and sworn to before me this 14th day of  
May 2025 in ViSCA, Baybay City, Leyte,  
Philippines.

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

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. NICASIO D. LINGATONG has assumed the duties and responsibilities as ADMIN.AIDE I (UTILITY MESSENGER) of GRADUATE EDUCATION effective May 19, 2025.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. NICASIO D. LINGATONG as ADMIN.AIDE I (UTILITY MESSENGER).

Done this 19th day of May in VSU.

  
MARILYN M. BELARMINO  
Head of Office/Department/Unit

Date: May 19, 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*