

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 Assistant II (Human Resource Mgt Asst) (SG 8, Step 1)
(Position Title)
under Permanent status at the Human Resource Management Office
(Permanent, Temporary, etc.) (Office/Department/Unit)
with a compensation rate of TWENTY THOUSAND FIVE HUNDRED THIRTY-FOUR (P 20,534.00)
pesos per month.

The nature of this appointment is Promotion vice N/A
(Original, Promotion, etc.)
who N/A with plantilla Item No. VISCAB-ADAS2-82-2023 Page 11 of 26 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

September 09, 2024
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
RECEIVED: _____
DATE/TIME
RECEIVING OFFICER: _____

for ACTION OFFICER

Date and Time Received

Date and Time Attested
ACTION OFFICER: _____

CIVIL SERVICE COMMISSION
WESTERN LEYTE SATELLITE OFFICE
ORMOC CITY
RELEASED: _____
DATE/TIME
RELEASING OFFICER: _____
RECEIVED BY: _____

(Stamp of Date of Receipt)

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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 Dec. 11, 2023 to Dec. 22, 2023 and posted in Admin Bldg, USSO Bulletin Boards, jobs.vsu.edu.ph from Dec. 11, 2023 to Dec. 22, 2023 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on September 05, 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 September 05, 2024.

ELWIN JAY V. YU
Chairperson, HRMPSB/**Placement Committee**

CSC/HRMO Notation

ACTION ON APPOINTMENTS			Recorded by
☐ Validated per RAI for the month of _____			
☐ Invalidated per CSCRO/FO letter dated _____			
☐ Appeal	DATE FILED	STATUS	
☐ CSCRO/CSC-Commission			
☐ Petition for Review			
☐ CSC-Commission			
☐ Court of Appeals			
☐ 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