

CS Form No. 33-B
Revised 2018

Republic of the Philippines
VISAYAS STATE UNIVERSITY
Baybay City, Leyte

Mr./Mrs./Ms.: RIZA THERESE P. MANONGSONG

You are hereby appointed as Legal Assistant III (SG 14, Step 1)
(Position Title)
under Permanent status at the Legal Affairs and Services
(Permanent, Temporary, etc.) (Office/Department/Unit)
with a compensation rate of THIRTY-SEVEN THOUSAND TWENTY-FOUR (P 37,024.00) pesos per
month.

The nature of this appointment is Original vice N/A
(Original, Promotion, etc.)
who N/A with plantilla Item No. VISCAB-LEA3-11-2023 Page 5 of 26 pp.
(Transferred, Retired, etc.)

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

Very truly yours,

PROSE IVY G. YEPES
Appointing Officer/Authority

July 21, 2025
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

CS Form No. 33-B
Revised 2018

(Stamp of Date of Receipt)

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VISAYAS STATE UNIVERSITY
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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 Feb. 11, 2025 to Feb. 21, 2025 and posted in Admin Bldg, USSO Bulletin Boards, jobs.vsu.edu.ph from Feb. 11, 2025 to Feb. 21, 2025 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on May 05, 2025.

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 May 05, 2025.

MOISES NEIL V. SERIÑO
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 _____

RIZA THERESE P. MANONGSONG
Appointee