

CS Form No. 33-B  
Revised 2018

Republic of the Philippines  
VISAYAS STATE UNIVERSITY  
Baybay City, Leyte

Mr./Mrs./Ms.: RAQUEL H. DOHILING

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

under Permanent status at the Office of the Vice President for Admin. & Finance  
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of TWENTY-THREE THOUSAND EIGHT HUNDRED SEVENTY-SEVEN

(₱23,877.00) pesos per month.

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

who N/A with plantilla Item No. VISCAB-ADOF2-28-2004 Page 4 of 20 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,

  
**EDGARDO E. TULIN**  
Appointing Officer/Authority

November 05, 2021  
Date of Signing

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

DRY SEAL

CIVIL SERVICE COMMISSION  
WESTERN LEYTE SATELLITE OFFICE  
ORMOC CITY  
RELEASED:

DATE/TIME

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

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

(Stamp of Date of Receipt)

### 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 from Jun. 10, 2021 to Jun. 20, 2021 and posted in Admin Bldg, USSO Bulletin Boards, jobs.vsu.edu.ph from Jun. 10, 2021 to Jun. 20, 2021 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on September 22, 2021.

  
**HONEY SOFIA V. COLIS**  
OIC, 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 22, 2021.


  
**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 12/9/2021  
  
**RAQUEL H. DOHILING**  
Appointee