

VISAYAS STATE COLLEGE OF AGRICULTURE (VISCA)
Baybay, Leyte



January 17, 1987

Engr. MANUEL E. CASANGCAPAN
o/o VISCA
Baybay, Leyte



Sir/Madam:

You are hereby appointed - INSTRUCTOR -
in the Department of Agricultural Engineering & Applied Mathematics
(DAEAM) with compensation at the rate of
Twenty-Two Thousand Seven Hundred Twenty-Eight PESOS (P 22,728.00)
per annum, effective May 1, 1987
(State nature of appointment
Renewal
whether original, renewal, promotion, transfer, reinstatement, etc.)

Temporary None
(State employment status whether temporary, substitute, permanent or provisional in case of teachers)
(Name and status of former incumbent, if there is any.
Example: Fe Uy, resigned, promoted, etc.)

Position to be filled:

Old Item No. Lump Sum Page
Approp. Act BP Rlg. 866
New Item No. Lump Sum Page
Approp. Act BP Rlg. 877

Very truly yours,
By Authority of the Board of Trustees:

[Signature]
M. R. VILLANUEVA
Approving Officer

Civil Service Eligibility:

Title of Exam. Taken None Required
Place of Examination NA
Date of Examination NA
Rating NA

CERTIFICATION

This is to certify that all requirements and supporting papers pursuant to MC No. 6, s. 1985, have been complied with, reviewed and found to be in order.

[Signature]
TERESITA A. LAO
Personnel Officer

Highest Educational Attainment:

BS in Agricultural Engineering

Latest salary received:

P22,728.00 p.a. Effective July 1, 1986

CERTIFICATION

This is to certify that the appointee has been screened and found qualified by the Selection/Promotion Board.

Maiden name, if married:

Not Applicable

Do not fill space below (For Civil Service Commission Action)

Chairman, S/P Board

<input checked="" type="checkbox"/> APPROVED AS	<input type="checkbox"/> Permanent	<input type="checkbox"/> Co-terminous
<input type="checkbox"/> Probationary (for six (6) months)	<input checked="" type="checkbox"/> Temporary	<input type="checkbox"/> DISAPPROVED
	<input type="checkbox"/> Provisional/Substitute	<input type="checkbox"/> Regular (Permanent)

[Signature]
AGUSTINA I. PALMINDO
SUPERVISOR, PERSONNEL SPECIALIST
CSCRO # 8

Please see back page

RECEIVED
CIVIL SERVICE COMMISSION
1986
a. For approved appointments:

☐ If effectivity date is upon assumption of duties, this should not be earlier than _____ the date of issuance of the appointment.

☐ Co-terminous with term of office of _____

b. If approved as Temporary:

☒ This appointment is effective for one (1) year and will expire on 5-1-88 unless sooner terminated.

☐ The appointment was originally proposed as permanent but eligibility is not appropriate to the position.

☒ c. Provided that there is no pending administrative case against the appointee, no pending protest against this appointment, nor any decision by competent authority that will adversely affect the approval of this appointment.

d. Subject to the outcome of the appeal of the former incumbent, if any.

e. Disapproved:

☐ Eligibility not appropriate and there are eligibles available

☐ Appointee does not meet education/experience requirements

☐ Appointee lacks eligibility - List of _____ eligibles attached from which selection maybe made to replace _____.

f. His/Her date of birth (_____) as appearing in the previous record of the CS Office has been maintained. If correction is desired, he/she should submit the necessary evidence.

g. Provided that the termination of the incumbent is in order.

h. For laborer positions, subject to the limitations of Section 47 of PD 807.

i. For positions covered under MC No. 10, s. 1977 and Resolution No. 435, appointee has not qualified in any Civil Service examination.

j. For non-plantilla positions, as _____ at _____ per OCPC Indorsement dated _____ attached to the appointment of _____.

k. Others _____

Any erasure or alteration on the action taken by the Civil Service Commission on the appointment shall invalidate the same.