



VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

April 11, 1988

Mrs. BERTA C. RATILIA

VisCA

Baybay, Leyte

RECEIVED

DATE
CIVIL SERVICE COMMISSION
TACLOBAN CITY

Sir/Madam:

You are hereby appointed INSTRUCTOR

with compensation at the rate of
Twenty Six Thousand One Hundred Thirty-Seven & Twenty Centavos PESOS (P26,137.20)
per annum, effective June 1, 1988

Renewal

Temporary

(State employment status whether temporary,
substitute, permanent or provisional in case
of teachers).

None

(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 Blg. 879

New Item No. Lump Sum Page _____

Approp. Act EO Blg. 87

Civil Service Eligibility:

Title of Exam. Taken None Required

Place of Examination N/A

Date of Examination N/A

Highest Educational Attainment:

BSA - Agronomy

Latest salary received:

P 26,137.20 p.a. Effective 3-1-87

Maiden Name, if married: Catingan

RECOMMENDED BY:

RODOLFO G. ESCALADA, Ph.D.
Head, Dept. of Agronomy & Soils

Very truly yours,

By Authority of the Board of Trustees:

VICENTE A. QUITON
Vice President for
Academic Affairs
CERTIFICATION

This is to certify that all requirements
and supporting papers pursuant to MC No.
6, 1987, have been complied with, reviewed
and found to be in order.

ALICIA B. BORNEO
Personnel Officer

CERTIFICATION

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

N/A

Chairman P/PS Board

DO NOT FILL SPACE BELOW

(FOR CIVIL SERVICE COMMISSION ACTION)

RA 4670

- ☒ APPROVED as
☒ Probationary (for six months)
☒ Temporary (e)(o)
☐ Permanent
☐ Co-Terminous
☐ For period of actual services rendered

- ☐ Provisional (Substitute)
☐ Temporary under Section 3
(Substitute)
☐ Regular (Permanent)
☐ Permanent under Section 5
☐ Action reconsidered/amended
per _____ Indorsement
date _____

- ☐ DISAPPROVED
— Lacks approp. eligibility
— Educ/trng/exp
requirements not met
— List of _____
eligibles attached from
which selection may be
made to replace
appointee.

WENCESLAO B. VANILLA
CHIEF PERSONNEL SPECIALIST
AUTHORIZED OFFICIAL

NOTATIONS

- a. Effective _____, the effective date of appointee's eligibility under R.A. 1080/PD 907/PD 997/PD 1408.
 - b. Effective _____, the date of release of appointee's eligibility.
 - c. If effectivity date is upon assumption of duties, ~~appointment~~ should be made:
☐ effective not earlier than _____, the date of issuance of appointment.
☐ effective _____, the date appointee actually assumed duties of the position.
 - d. Co-terminous with the term of Office of _____
 - e. This appointment is effective for one (1) year and will expire on 6-1-89 unless sooner terminated.
 - f. Eligibility is not appropriate for the position.
 - g. Appointee has not qualified in any civil service examination.
 - h. Subject to the outcome of the appeal of the former incumbent, ~~under~~ Exec-Order No. 17, if any.
 - i. Without prejudice to the final outcome of the protest filed against this appointment.
 - j. Provided that the separation of former incumbent is in order.
 - k. Subject to the provisions of MC86-05 dated March 4, 1988 of the MLG.
 - l. Subject to the limitations of Section 47 of P.D. 807.
 - m. For non-plantilla positions, as _____ at _____ per OCPC _____ Indorsement dated _____ attached to the appointment of _____.
 - n. Others _____
- o. 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.

Berta C. Retilla
Name of Appointee

Instructor - P26,137.20
Position and Salary

ViSCA, Baybay, Leyte
Office/Agency

June 1, 1988
Effective Date

ANY ERASURE OR ALTERATION OF THE ACTION TAKEN BY THE CIVIL SERVICE COMMISSION ON THE APPOINTMENT SHALL INVALIDATE THE SAME UNLESS SUCH ALTERATION(S) HAS/HAVE BEEN CONFIRMED IN A WRITTEN COMMUNICATION BY THE CSC.

DO NOT FILL BELOW THIS LINE

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RECEIVED
JUN 1 1988
OFFICE OF THE CIVIL SERVICE COMMISSION