

CS Form No. 33-B
Revised 2018

(Stamp of Date of Receipt)

Republic of the Philippines
VISAYAS STATE UNIVERSITY
Baybay City, Leyte

Mr./Mrs./Ms.: JENNIFER G. TINAJA

You are hereby appointed as Administrative Aide III (SG 3, Step 1)
 (Position Title) Clerk I

under Permanent status at the Office the of Head Income Generating Projects
 (Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of FOURTEEN THOUSAND SIX HUNDRED SEVENTY-EIGHT (P
14,678.00) pesos per month.

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

who N/A with plantilla Item No. VISCAB-ADA3-192-2004 Page 18 of 22 pp.
 (Transferred, Retired, etc.)

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

Very truly yours,


EDGARDO E. TULIN
 Appointing Officer/Authority

February 06, 2023

Date of Signing

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

DRY SEAL

(Stamp of Date of Receipt)

SUBJECT TO TWO (2) YEARS PROBATIONARY PERIOD
per 2018 approved VSU MSP

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 May. 18, 2022 to May. 29, 2022 and posted in Admin Bldg, USSO Bulletin Boards, jobs.vsu.edu.ph from May. 18, 2022 to May. 29, 2022 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on January 11, 2023.


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 January 11, 2023.


DANIEL LESLIE S. TAN
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			

Acknowledgement

Original Copy - for the Appointee
Original Copy - for the Civil Service Commission
Original Copy - for the Agency

Received original/photocopy of appointment on 3/6/23


JENNIFER G. TINAJA
Appointee