

Republic of the Philippines

VISAYAS STATE UNIVERSITY



VSU, Baybay City, Leyte

(Name of Agency)

PLANTILLA OF CASUAL APPOINTMENT

Department/Office: General Services Division

Source of Funds: A. I. A

NAME OF APPOINTEE/S				POSITION TITLE (Do not abbreviate)	EQUIVALENT SALARY/ JOB/ PAY GRADE	DAILY WAGE	PERIOD OF EMPLOYMENT		NATURE OF APPOINTMENT	ACKNOWLEDGEMENT OF APPOINTEE/S	
Last Name	First Name	Name Extension (Jr/Ill)	Middle Name				From (mm/dd/yyyy)	To (mm/dd/yyyy)		Signature	Date Received
1 POLE	LUCIO	JR	CARTA	Construction & Maintenance Foreman	SG-8	740.09	7/1/2018	12/31/2018	Reappointment		07/10/18
2 SINGSON	ARGIE		PALER	Plumber Foreman	SG-8	740.09	7/1/2018	12/31/2018	Reappointment		07/10/18
3											
4											
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10											

Abovenamed personnel are hereby hired/appointed as casuals at the rate of compensation stated opposite their names for the period indicated. It is understood that such employment will cease automatically at the end of the period stated unless renewed. Any or all of them may be laid-off any time before the expiration of the employment period when their services are no longer needed or funds are no longer available or the project has already been completed/finished or their performance are below par.

CERTIFICATION:

This is to certify that all the requirements and supporting documents pursuant to CSC MC No. 24, 2017 have been complied with, reviewed and found in order.

LOURDES B. CANO

Highest Ranking HRMO

Date: 6/29/2018

APPOINTING OFFICER / AUTHORITY:

EDGARDO E. TULIN

President

Date: 6/29/2018

ACCREDITED PURSUANT TO:

CSC Resolution No.: 1400350

Date : 3/3/2014

## 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