For Accredited/Deregulated National Government Agencies/ Government-Owned or Controlled Corporations/ State Universities and Colleges

(Stamp of Date of Receipt)

VISAYAS STATE UNIVERSITY VSU, Baybay City, Leyte (Name of Agency)

PLANTILLA OF CASUAL APPOINTMENT

Department/Office

Security Services Office

Source of Eundo: A 1 a

		Department/Office: Security Services Office							Source of Funds: A. 1.a.				
NAME OF APPOINTEE/S				POSITION TITLE	EQUIVALENT	4	PERIOD OF EMPLOYMENT		NATURE OF APPOINTMENT	ACKNOWLEDGEMENT OF APPOINTEE/S			
Last Name	First Name	Name Extension (Jr/III)	Middle Name	(Do not abbreviate)	PAY GRADE	DAILY WAGE	From	To (mm/dd/yyyy)	(Original/ Reappointment/ Reemployment)	Signature	Date Received		
ASILOM	ANTONIO		BORINAGA	Administrative Aide III	SG-3	P 517.59	01/01/2018	6/30/2018	Reappointment	Multidal	01/23/2018		
BENGALAN	ANTONIO		POLIQUIT	Security Guard 1	SG-3	P 517.59	01/01/2018	6/30/2018	Reappointment	7	8 mm m12		
CAINTIC	HENRY		SABEJON	Security Guard 1	SG-3	P 517.59	01/01/2018	6/30/2018	Reappointment	Rosaistic	01/23/201		
GUEVARRA	RITCHIE		FERNANDEZ	Security Guard 1	SG-3	P 517.59	01/01/2018	6/30/2018		ACS	01/24/2018		
PASILABAN	NOE		ARRANGUEZ	Security Guard 1	SG-3	P 517.59	01/01/2018	6/30/2018	Reappointment~		01-23-2018		
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(ASILOM BENGALAN CAINTIC GUEVARRA	Last Name ASILOM ANTONIO BENGALAN ANTONIO CAINTIC HENRY GUEVARRA RITCHIE	Last Name First Name Extension (Jr/III) ASILOM ANTONIO BENGALAN ANTONIO CAINTIC HENRY GUEVARRA RITCHIE	Last Name First Name Extension (Jr/III) ASILOM ANTONIO BENGALAN ANTONIO CAINTIC HENRY SABEJON GUEVARRA RITCHIE Name Extension (Jr/III) Middle Name Middle Name SORINAGA POLIQUIT SABEJON FERNANDEZ	Last Name First Name Extension (Jr/III) ASILOM ANTONIO BENGALAN ANTONIO BENGALAN CAINTIC HENRY RITCHIE Name Extension (Jr/III) Middle Name Middle Name (Do not abbreviate) Administrative Aide III Security Guard 1 Security Guard 1 FERNANDEZ Security Guard 1	Last Name First Name First Name Extension (Jr/III) ASILOM ANTONIO BORINAGA BENGALAN ANTONIO POLIQUIT Security Guard 1 SG-3 CAINTIC HENRY SABEJON Security Guard 1 SG-3 SG-3 CAINTIC GUEVARRA RITCHIE POSITION TITLE (Do not abbreviate) PAY GRADE EQUIVALENT SALARY/ JOB/ PAY GRADE SG-3 SG-3 SG-3 SG-3 SEQUIVALENT SALARY/ JOB/ PAY GRADE	Last Name First Name Name Extension (Jr/III) ASILOM ANTONIO BENGALAN ANTONIO BENGALAN ANTONIO POLIQUIT Security Guard 1 SG-3 P 517.59 CAINTIC HENRY SABEJON Security Guard 1 SG-3 P 517.59 SABEJON Security Guard 1 SG-3 P 517.59 SABEJON Security Guard 1 SG-3 P 517.59 SGUEVARRA RITCHIE	Name Extension (Jr/III) Name Extension (Jr/III) BORINAGA Administrative Aide III SG-3 P 517.59 O1/01/2018	Name Extension Middle Name Middle Name Name Extension Name Nam	POSITION TITLE Last Name First Name First Name BENGALAN ANTONIO BORINAGA Administrative Aide III BENGALAN ANTONIO BORINAGA CAINTIC HENRY SABEJON Security Guard 1 SABEJON Security Guard 1 SG-3 P 517.59 DAILY WAGE From (mm/dd/yyyy) From (mm/dd/yyyy) Reappointment From (mm/dd/yyyy) Reappointment SGUEVARRA RITCHIE FERNANDEZ Security Guard 1 SG-3 P 517.59 D1/01/2018 6/30/2018 Reappointment	POSITION TITLE Last Name First Name First Name BENGALAN ANTONIO BENGALAN ANTONIO BENGALAN ANTONIO BENGALAN CAINTIC HENRY SABEJON Security Guard 1 SABEJON Security Guard 1 SC-3 P 517.59 O1/01/2018 FERNANDEZ Security Guard 1 SG-3 P 517.59 O1/01/2018 FERNANDEZ SECURITY GUARDEZ SEC		

The 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:

Date:

APPOINTING OFFICER / AUTHORITY:

ACCREDITED PURSUANT TO:

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

1/3/2018

Highest Ranking HRMO

Date:

1/3/2018

CSC Resolution No.: 1400350

Date: 3/3/2014

CSC/HRMO NOTATION Recorded by **ACTION ON APPOINTMENTS** Validated per RAI for the month of _____ Invalidated per CSCRO/FO letter dated STATUS **DATE FILED** □ Appeal ☐ CSCRO/ CSC-Commission **Petition for Review** ☐ CSC-Commission ☐ Court of Appeals ☐ Supreme Court

