

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.: SHIRLEY T. NAYRE

You are hereby appointed as Administrative Aide IV (REMO II) (SG 4, Step 1)  
(Position Title)

under Permanent status at the Office of the Vice President for Research, Extension and Innovation-Extension  
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of FIFTEEN THOUSAND FIVE HUNDRED EIGHTY - SIX  
(P 15,586.00) pesos per month.

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

, who N/A with plantilla Item No. VISCAB- ADA4-147-2004 Page 14 of 22 pp.  
Transferred, Retired, etc.)

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

Very truly yours,

  
DANIEL LESLIE S. TAN  
Appointing Officer/Authority

November 1, 2023  
Date of Signing

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

DRY SEAL

(Stamp of Date of Release)

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 complied with, reviewed and found to be in order.

The position was published at CSC BULLETIN OF VACANT POSITIONS from Apr. 04, 2023 to Apr. 15, 2023 and posted in Admin Bldg, USSO Bulletin Boards, jobs.vsu.edu.ph from Apr. 04, 2023 to Apr. 15, 2023 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on September 14, 2023.

  
**HONEY SOFIA V. COLIS**  
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 September 14, 2023.

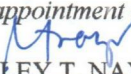
  
**DANIEL LESLIE S. TAN**  
Chairperson, HRMPSB/ **Placement Committee**

CSC/HRMO Notation

ACTION ON APPOINTMENTS			Recorded by
<input type="checkbox"/> Validated per RAI for the month of _____			
<input type="checkbox"/> Invalidated per CSCRO/FO letter dated _____			
<input type="checkbox"/> Appeal	DATE FILED	STATUS	
<input type="checkbox"/> CSCRO/ CSC-Commission			
<input type="checkbox"/> Petition for Review			
<input type="checkbox"/> CSC-Commission			
<input type="checkbox"/> Court of Appeals			
<input type="checkbox"/> 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 Nov. 1, 2023  
  
SHIRLEY T. NAYRE  
Appointee