

Republic of the Philippines  
Leyte State University  
ViSCA, Baybay, Leyte

**PLANTILLA OF CASUAL APPOINTMENT**

Department/Division: CASH DIVISION

Source of Funds: A.1.a


Date Prepared by HRMO: January 1, 2002

Name of Appointee/s	Position	Level	SG	Daily Wage/ Salary	Period of Employment		(Incl. Date of previous employment)
					From	To	
* Yolanda U. Balbarino	Clerk I	1	3	274.50	January 1, 2002	June 30, 2002	July 1, 2001 - December 31, 2001
Marvin M. Lao	Clerk I	1	3	274.50	January 1, 2002	June 30, 2002	July 1, 2001 - December 31, 2001
* with 1 day service break/mo.							


The abovenamed personnel are hereby hired/appointed as casuals at the rate of compensation stated opposite their/his name(s) 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 for 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 requirements and supporting papers pursuant to CSC MC No. 40 s. 1998 as amended have been complied with, reviewed and found in order

  
TERESITA L. QUINANOLA  
HRMO  
01-01-2002  
Date

**APPROVAL**

  
PACIENCIA P. MILAN  
Appointing Authority

01-01-2002  
Date Issued

Pinagtibay alinsunod sa  
resolusyon ng Komisyon  
ng Serbisyo Sibil Blg.  
93-58-42 na may petsa  
Enero 1, 1994