

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.: CLAUDETTE MELI HOFF E. GARDUCE

You are hereby appointed as Information Officer II (SG 15, Step 1)  
(Position Title)

under Permanent status at the University Integrated Media Center  
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of FORTY THOUSAND TWO HUNDRED EIGHT (P 40,208.00) pesos per  
month.

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

who N/A with plantilla Item No. VISCAB-INFO2-32-2023 Page 4 of 26 pp.  
(Transferred, Retired, etc.)

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

Very truly yours,



PROSE IVY G. YEPES  
Appointing Officer/Authority

March 17, 2025  
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

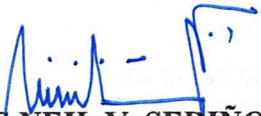
This is to certify that all requirements and supporting papers pursuant to **CSC MC No. 24, s. 2017** as **amended** have been compiled with, reviewed and found to be in order.

The position was published at CSC-Bulletin OF Vacant Positions from Oct. 31, 2024 to Nov. 11, 2024 and posted in Admin Bldg, USSO Bulletin Boards, jobs.vsu.edu.ph from Oct. 31, 2024 to Nov. 11, 2024 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on February 06, 2025.

  
**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 February 06, 2025.

  
**MOISES NEIL V. SERINO**  
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			

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

Acknowledgement  
Received original/photocopy of appointment on 3/31/2025  
  
**CLAUDETTE MELI HOFF E. GARDUCE**  
Appointee