



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

April 21, 1989

Ms. BERTA C. RATILIA

VISCA  
Baybay, Leyte

RECEIVED  
DATE  
CIVIL SERVICE COMMISSION  
TACLOBAN CITY

Sir/Madam:

You are hereby appointed - INSTRUCTOR -

Twenty Eight Thousand Seven Hundred Fifty Two with compensation at the rate of  
per annum, effective June 1, 1989 PESOS (P 28,752.00)

Renewal  
(state nature of appointment whether original, renewal, promotion, transfer, reinst., etc)

Temporary  
(State employment status whether temporary, substitute, permanent or provisional in case of teachers).

None  
(Name and status of former incumbent, if there is any. Example: Fe Uy, resigned, promoted, etc.)

Position to be filled:

Old Item No. \_\_\_\_\_ Page \_\_\_\_\_

Approp. Act \_\_\_\_\_

New Item No. \_\_\_\_\_ Page \_\_\_\_\_

Approp. Act E.O. 87

Civil Service Eligibility:

Title of Exam. Taken None Required

Place of Examination N/A

Date of Examination \_\_\_\_\_

Highest Educational Attainment:

BSA - Agronomy

Latest salary received:

P 28,752.00 p.a. Effective 1-1-88

Maiden Name, if married:

Catingan

RECOMMENDED BY:

*[Signature]*

Director, Dept. of Agronomy & Soil Sci.

Very truly yours,  
By Authority of the Board of Trustees:

VICENTE A. QUINTON  
Vice President for Acad. Affrs.

CERTIFICATION

This is to certify that all requirements and supporting papers pursuant to MC No. 6, 1987, have been complied with, reviewed and found to be in order.

TERESITA A. LAO  
Personnel Officer

CERTIFICATION

This is to certify that the appointee has been screened and found qualified by the Promotion/Personnel Selection Board.

N/A  
Chairman P/PS Board

DO NOT FILL SPACE BELOW

(FOR CIVIL SERVICE COMMISSION ACTION)

- ☒ APPROVED as  
☐ Probationary (for six months)  
☒ Temporary (XO)  
☐ Permanent  
☐ Co-Terminous  
☐ For period of actual services rendered

- RA 4670  
☐ Provisional (Substitute)  
☐ Temporary under Section 3 (Substitute)  
☐ Regular (Permanent)  
☐ Permanent under Section 5  
☐ Action reconsidered/amended per \_\_\_\_\_ Indorsement date \_\_\_\_\_

- ☐ DISAPPROVED  
— Lacks approp eligibility  
— Educ/trng/exp requirements not met  
— List of \_\_\_\_\_ eligibles attached from which selection may be made to replaced appointee.

WENCESLAO VANILLA  
Chief Personnel Specialist  
AUTHORIZED OFFICIAL



# NOTATIONS

- a. Effective \_\_\_\_\_, the effective date of appointee's eligibility under R.A. 1080/PD 907/PD 997/PD 1408.
- b. Effective \_\_\_\_\_, the date of release of appointee's eligibility.
- c. If effectivity date is upon assumption of duties, appointment should be made:  
☐ effective not earlier than \_\_\_\_\_, the date of issuance of appointment.  
☐ effective \_\_\_\_\_, the date appointee actually assumed duties of the position.
- d. Co-terminous with the term of Office of \_\_\_\_\_
- e. This appointment is effective for one (1) year and will expire on 6/1/90 unless sooner terminated.
- f. Eligibility is not appropriate for the position.
- g. Appointee has not qualified in any civil service examination.
- h. Subject to the outcome of the appeal of the former incumbent, under Exec-Order No. 17, if any.
- i. Without prejudice to the final outcome of the protest filed against this appointment.
- j. Provided that the separation of former incumbent is in order.
- k. Subject to the provisions of MC86-05 dated March 4, 1988 of the MLG.
- l. Subject to the limitations of Section 47 of P.D. 807.
- m. For non-plantilla positions, as \_\_\_\_\_ at \_\_\_\_\_ per OCPC \_\_\_\_\_ Indorsement dated \_\_\_\_\_ attached to the appointment of \_\_\_\_\_
- n. Others \_\_\_\_\_
- o. Provided that there is no pending administrative case against the appointee, no pending protest against this appointment, nor any decision by competent authority that will adversely affect the approval of this appointment.

Berta C. Ratilla  
Name of Appointee

Instructor - P 28,752.00  
Position and Salary

ViSCA, Baybay, Leyte  
Office/Agency

June 1, 1989  
Effective Date

ANY ERASURE OR ALTERATION OF THE ACTION TAKEN BY THE CIVIL SERVICE COMMISSION ON THE APPOINTMENT SHALL INVALIDATE THE SAME UNLESS SUCH ALTERATION(S) HAS/HAVE BEEN CONFIRMED IN A WRITTEN COMMUNICATION BY THE CSC.

DO NOT FILL BELOW THIS LINE

Printed by: ViSCA Printers