

CS Form No. 33-B  
Revised 2018

Republic of the Philippines  
VISAYAS STATE UNIVERSITY  
Baybay City, Leyte

Mr./Mrs./Ms.: ELMER G. CIABU

CIVIL SERVICE COMMISSION  
SO - WESTERN LEYTE  
3/F New Ormoc City Hall, Ormoc City  
(Stamp of Date of Receipt)  
RECEIVED: \_\_\_\_\_  
DATE \_\_\_\_\_  
RECEIVING OFFICER: \_\_\_\_\_  
for ACTION OFFICER \_\_\_\_\_  
Date Received \_\_\_\_\_  
Date Attested \_\_\_\_\_  
ACTION OFFICER: \_\_\_\_\_

You are hereby appointed as Driver II (SG 4, Step 1)  
(Position Title)

under Contractual status at the Motor Pool Services Unit  
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of SIXTEEN THOUSAND TWO HUNDRED NINE (P 16,209.00) pesos  
per month.

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

who NA with plantilla Item No. LS Page    of    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

January 8, 2025  
Date of Signing

Until 06/30/2025

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

CIVIL SERVICE COMMISSION  
SO - WESTERN LEYTE  
3/F New Ormoc City Hall, Ormoc City  
RELEASED:  
DATE/TIME \_\_\_\_\_  
RELEASING OFFICER: \_\_\_\_\_  
RECEIVED BY: \_\_\_\_\_

DRY SEAL

(Stamp of Date of Release)



### 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 N/A from \_\_\_\_\_ to \_\_\_\_\_, and posted in N/A from \_\_\_\_\_ to \_\_\_\_\_, in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on October 17, 2024.

  
**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 October 17, 2024.

  
**ELWIN JAY V. YU**  
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 1-14-2025

  
**ELMER E. CIABU**  
Appointee