

VISAYAS STATE COLLEGE OF AGRICULTURE (VISCA)  
Baybay, Leyte

March 12, 19 87

Mr. HUMBERTO R. MONTES, JR.  
o/o VISCA  
Baybay, Leyte

Sir/Madam:

You are hereby appointed INSTRUCTOR IPI  
in the Experimental Rural High School  
(ERHS) with compensation at the rate of  
Twenty Thousand Five Hundred Eighty PESOS (P20,580.00)  
per annum, effective January 1, 1986  
(State nature of appointment)  
By Position Reclassification Pursuant to NCC No. 45  
whether original, renewal, promotion, transfer, reinstatement, 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. 7-27 Page  
Approp. Act Batas Pambansa Blg. 866  
New Item No. 7-27400 Page  
Approp. Act Batas Pambansa Blg. 879

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

M. R. Villanueva  
M. R. VILLANUEVA  
Approving Officer

Civil Service Eligibility:

Title of Exam. Taken None Required  
Place of Examination NA  
Date of Examination NA  
Rating NA

CERTIFICATION

This is to certify that all  
requirements and supporting papers  
pursuant to MC No. 6, s. 1985, have  
been complied with, reviewed and  
found to be in order.

Teresta A. Lao  
TERESTA A. LAO  
Personnel Officer

Highest Educational Attainment:

BS in Biology



Latest salary received:

P. a. Effective

Maiden name, if married:

Not Applicable

CERTIFICATION

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

Chairman, S/P Board

Do not fill space below (For Civil Service Commission  
Action)

☒ APPROVED AS

☐ Permanent

☐ Co-terminous

☐ Probationary  
(for six (6)  
months)

☒ Temporary (b)(c)

☐ DISAPPROVED

☐ Provisional/Substitute

☐ Regular  
(Permanent)

Agustina L. Palomino  
AGUSTINA L. PALOMINO  
SUPV PERSONNEL SPECIALIST

PLEASE SEE BACK PAGE



a. For approved appointments:

☐ If effectivity date is upon assumption of duties, this should not be earlier than \_\_\_\_\_, the date of issuance of the appointment.

☐ Co-terminous with term of office of \_\_\_\_\_.

b. If approved as Temporary:

☒ This appointment is effective for one (1) year and will expire on 12-1-88 unless sooner terminated.

☐ The appointment was originally proposed as permanent but eligibility is not appropriate to the position.

☒ 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.

d. Subject to the outcome of the appeal of the former incumbent, if any.

e. Disapproved:

☐ Eligibility not appropriate and there are eligibles available

☐ Appointee does not meet education/experience requirements

☐ Appointee lacks eligibility -- List of \_\_\_\_\_ eligibles attached from which selection maybe made to replace \_\_\_\_\_.

f. His/Her date of birth (\_\_\_\_\_) as appearing in the previous record of the CS Office has been maintained. If correction is desired, he/she should submit the necessary evidence.

g. Provided that the termination of the incumbent is in order.

h. For laborer positions, subject to the limitations of Section 47 of PD 807.

i. For positions covered under MC No. 10, s. 1977 and Resolution No. 435, appointee has not qualified in any Civil Service examination.

j. For non-plantilla positions, as \_\_\_\_\_ at \_\_\_\_\_ per OCPC Indorsement dated \_\_\_\_\_ attached to the appointment of \_\_\_\_\_.

k. Others \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any erasure or alteration on the action taken by the Civil Service Commission on the appointment shall invalidate the same.