



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

Sub 9/12/91  
Rec'd Original 29

May 9, 19 91

MS. JACQUELINE M. GUARTE

ViSCA  
Baybay, Leyte

Sir/Madam:

RECEIVED

DATE 6/20/91  
CIVIL SERVICE COMMISSION  
TACLOBAN CITY

You are hereby appointed - INSTRUCTOR III -

Forty-Nine Thousand Ninety-Two with compensation at the rate of  
per annum, effective June 1, 1991 PESOS (P 49,092.00 )  
Renewal

(state nature of appointment whether original, renewal, promotion, transfer, reinst.,  
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. 80-22 Page  
Approp. Act RA 6831

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

M. R. VILLANUEVA  
President

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 L. QUIDANOLA  
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

Highest Educational Attainment:  
MS in Ag. Economics

Latest salary received:  
P 49,092.00 p.a. Effective 7-1-89

Maiden Name, if married: Mendoza

RECOMMENDED BY:

GREGORIO J. GALINATO JR.

Head, Dept of Ag Eng & App. Math.

DO NOT FILL SPACE BELOW

(FOR CIVIL SERVICE COMMISSION ACTION)

- ☒ APPROVED as  
☒ Probationary (for six months)  
☒ Temporary (u) (o)  
☐ 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.

EUGENIO A. ROBOY  
DIRECTOR III  
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 6/2/91 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 \_\_\_\_\_ 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.

Jacqueline M Guarte

Name of Appointee

ViSCA Baybay Leyte

Office/Agency

Instructor III - P49,092.00

Position and Salary

June 1, 1991

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

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