

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.: DOREEN B. ALBA

You are hereby appointed as Administrative Aide VI (SG 6, Step 1)  
(Position Title) Clerk III

under Permanent status at the Supply & Property Management Office  
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of SEVENTEEN THOUSAND FIVE HUNDRED FIFTY-THREE (P  
17,553.00) pesos per month.

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

who N/A with plantilla Item No. VISCAB-ADA6-102-2004 Page 39 of 42 pp.  
(Transferred, Retired, etc.)

This appointment shall take effect on the date of signing by the appointing officer/authority.  
Subject to CSC attestation of the promotional appointment of the incumbent of the previous position.

Very truly yours,

  
EDGARDO E. TULIN  
Appointing Officer/Authority

August 01, 2023  
Date of Signing

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

DRY SEAL

(Stamp of Date of Receipt)

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 Position from Feb. 09, 2023 to Feb. 20, 2023 and posted in Admin Bldg, USSO Bulletin Boards, jobs.vsu.edu.ph from Feb. 09, 2023 to Feb. 20, 2023 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on May 31, 2023.

  
**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 May 31, 2023.

  
**DANIEL LESLIE S. TAN**  
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 8/21/2023  
  
**DOREEN B. ALBA**  
Appointee