

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.: SHEILA MARIE C. LEMOS

You are hereby appointed as Administrative Assistant II (Clerk IV) (SG 8, Step 1)
(Position Title)

under Permanent status at the Admissions Office
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of TWENTY THOUSAND FIVE HUNDRED THIRTY-FOUR (P 20,534.00)
pesos per month.

The nature of this appointment is Promotion vice Cano, Ronillo
(Original, Promotion, etc.)

V. who resigned with plantilla Item No. VISCAB-ADAS2-43-2004 Page 11 of 28
(Transferred, Retired, etc.)

pp.

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,


PROSE IVY G. YEPES
Appointing Officer/Authority

January 02, 2025
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 complied with, reviewed and found to be in order.

The position was published at CSC-Bulletin of Vacant Positions from April 25, 2024 to May 6, 2024, and posted in Admin. Bldg, USSO Bulletin Boards, jobs.vsu.edu.ph from April 25, 2024 to May 6, 2024, in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on November 25, 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 Nov. 25, 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 Jan. 20, 2025
SHEILA MARIE C. LEMOS
Appointee