

VISAYAS STATE COLLEGE OF AGRICULTURE (ViSCA)
Baybay, Leyte

March 23, 1987

Mr. HUMBERTO R. MONTES, JR.

c/o ViSCA
Baybay, Leyte

Sir/Madam:

- INSTRUCTOR III -

You are hereby appointed _____
in the Experimental Rural High School
(ERHS)

with compensation at the rate of

Twenty Five Thousand One Hundred Sixteen

PESOS (P 25,116.00)

per annum, effective January 1, 1987

(State nature of appointment)

Renewal

(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. 7-27 Page _____
Approp. Act Batas Pambansa Blg. 879

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

M. R. Villanueva
Approving Officer

Civil Service Eligibility:

Title of Exam. Taken None Reported
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.

TERESITA A. LAO
Personnel Officer

Highest Educational Attainment:

BS in Biology

Latest salary received:

P _____ p.a. Effective _____

CERTIFICATION

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

Maiden name, if married:

Not Applicable

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 (e)

☐ DISAPPROVED

☐ Provisional/Substitute

☐ Regular
(Permanent)

Agustina L. Palomino
PERSONNEL SPECIALIST

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 _____ unless sooner terminated.

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

c. ☒ 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.