

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.: LEOPOLDO S. ESCALA JR.

You are hereby appointed as Administrative Assistant I (Computer Operator I) (SG 7, Step 1)
(Position Title)

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

with a compensation rate of TWENTY THOUSAND ONE HUNDRED TEN (P 20,110.00) pesos per month.

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

who N/A with plantilla Item No. VISCAB-ADAS1-88-2023 Page 12 of 26 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,


PROSE IVY G. YEPES
Appointing Officer/Authority

July 15, 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

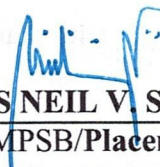
This is to certify that all requirements and supporting papers pursuant to **CSC MC No. 24, s. 2017 as amended** have been compiled with, reviewed and found to be in order.

The position was published at CSC-Bulletin Vacant Positions from Mar. 19, 2025 to Mar. 29, 2025 and posted in Admin Bldg, USSO Bulletin Boards, jobs.vsu.edu.ph from Mar. 19, 2025 to Mar. 29, 2025 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on June 25, 2025.


HONEY SOFIA V. COLIS
HRMO

Certification

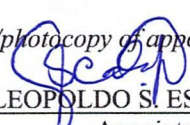
This is to certify that the appointee has been screened and found qualified by the majority of the **HRMPSB/Placement Committee** during the deliberation held on June 25, 2025.


MOISES NEIL V. SERIÑO
Chairperson, HRMPSB/Placement Committee

CSC/HRMO Notation

ACTION ON APPOINTMENTS			Recorded by
☐ Validated per RAI for the month of _____			
☐ Invalidated per CSCRO/FO letter dated _____			
☐ Appeal	DATE FILED	STATUS	
☐ CSCRO/CSC-Commission			
☐ Petition for Review			
☐ CSC-Commission			
☐ Court of Appeals			
☐ 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 7/15/2025

LEOPOLDO S. ESCALA JR.
Appointee