

CS Form No. 34-B Revised 2017

For Accredited/Deregulated National Government Agencies/ Government-Owned or Controlled Corporations/ State Universities and Colleges

(Stamp of Date of Receipt)

VISAYAS STATE UNIVERSITY VSU, Baybay City, Leyte (Name of Agency)

PLANTILLA OF CASUAL APPOINTMENT

Department/Office:

Guest House/Pavilion

	NAME OF APPOINTEE/S				POSITION TITLE	EQUIVALENT	KUTAG	PERIOD OF EMPLOYMENT		NATURE OF APPOINTMENT	ACKNOWLEDGEMENT OF APPOINTEE/S	
	Last Name	First Name	Name Extension (Jr/III)	Middle Name	(Do not abbreviate)	SALARY/ JOB/ PAY GRADE	DAILY WAGE	From	To (mm/dd/yyyy)	(Original/ Reappointment/ Reemployment)	Signature	Date Received
1	CAINTIC	LENITA		LAPASANDA	Administrative Aide I	SG-1	P 453.68	01/01/2018	6/30/2018	Reappointment	Hantie	1-25-18
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The abovenamed personnel are hereby hired/appointed as casuals at the rate of compensation stated opposite their names for the period indicated. It is understood that such employment will cease automatically at the end of the period stated unless renewed. Any or all of them may be laid-off any time before the expiration of the employment period when their services are no longer needed or funds are no longer available or the project has already been completed/finished or their performance are below par.

CERTIFICATION:

APPOINTING OFFICER / AUTHORITY:

ACCREDITED PURSUANT TO:

This is to certify that all the requirements and supporting documents pursuant to CSC MC No. 24, 2017 have been complied with, reviewed and found in order.

LOURDES B. CANO

Highest Ranking HRMO

1/3/2018 Date:

EDGARDO E. TULIN (Position)

Date:

1/3/2018

CSC Resolution No.: 1400350

Date: 3/3/2014

CSC/HRMO NOTATION **ACTION ON APPOINTMENTS** Recorded by □ Validated per RAI for the month of _____ □ Invalidated per CSCRO/FO letter dated _____ **STATUS DATE FILED** □ Appeal ☐ CSCRO/ CSC-Commission **Petition for Review** ☐ CSC-Commission ☐ Court of Appeals ☐ Supreme Court