

(Stamp of Date of Receipt)

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

PLANTILLA OF CASUAL APPOINTMENT

Department/Office: Guest House/Pavillion

Source of Funds: A. II. A

NAME OF APPOINTEE/S					POSITION TITLE (Do not abbreviate)	EQUIVALENT SALARY/ JOB/ PAY GRADE	DAILY WAGE	PERIOD OF EMPLOYMENT		NATURE OF APPOINTMENT	ACKNOWLEDGEMENT OF APPOINTEE/S	
	Last Name	First Name	Name Extensi on (Jr/III)	Middle Name				From (mm/dd/yyyy )	To (mm/dd/yyyy)		Signature	Date Received
1	CAINTIC	LENITA		LAPASANDA	Administrative Aide 1	SG-1	477.72	7/1/2018	12/31/2018	REAPPOINTMENT	<i>H. Canpi</i>	7/9/18
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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*  
LOURDES B. CANO  
Highest Ranking HRMO

Date: 6/29/2018

*Edgardo E. Tulin*  
EDGARDO E. TULIN  
President

Date: 6/29/2018

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 \_\_\_\_\_

<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		