

(Stamp of Date of Receipt)

Republic of the Philippines
VISAYAS STATE UNIVERSITY
Baybay City, Leyte

Mr./Mrs./Ms.: VICTOR S. NERI

You are hereby appointed as Administrative Assistant V (Private Secretary I) (SG 11, Step 1)
(Position Title)

under coterminous status at the Office of the Vice President for Academic Affairs
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of TWENTY-EIGHT THOUSAND FIVE HUNDRED TWELVE

(P 28, 512.00) pesos per month.

The nature of this appointment is Reappointment vice NA
(Original, Promotion, etc.)

,who N/A with plantilla Item No. VISCAB-ADAS5-58-2023 Page 7 of 28 pp.
(Transferred, Retired, etc.)

This appointment shall take effect on the date of signing by the appointing officer/authority.

Very truly yours,


PROSE IVY G. YEPES
Appointing Officer/Authority

January 1, 2025
Date of Signing

Until December 31, 2025

Accredited/Deregulated Pursuant to
CSC Resolution No. 1801514, s. 2018
dated 12/18/2018

DRY SEAL

(Stamp of Date of Release)

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 _____ to _____, and posted in Admin. Bldg, USSO Bulletin Boards, jobs.vsu.edu.ph from _____ to _____, in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on _____.


HONEY SOFIA V. COLIS
HRMO

Certification

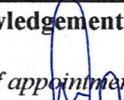
This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB/**Placement Committee** during the deliberation held on _____.


ELWIN JAY V. YU
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 Jan. 10, 2025

VICTOR S. NERI
Appointee