



VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

Jan 4/5/91
Revised Original

MS. NORMA O. VILLAS
ViSCA
Baybay, Leyte

RECEIVED
3-1-91
DATE
CIVIL SERVICE COMMISSION
TAGLOGAN CITY

February 27, 19 91

VISCA
FILE

Sir/Madam:

You are hereby appointed

- CLERK I -

with compensation at the rate of
Twenty-Five Thousand Eight Hundred Seventy Two PESOS (P 25,872.00)
per annum, effective March 1, 1991

(state nature of appointment whether original, renewal, promotion, transfer, reinst.,

(State employment status whether temporary, substitute, permanent or provisional in case of teachers).

Vice: Maribel L. Polo - Resigned
(Name and status of former incumbent, if there is any. Example: Fe Uy, resigned, promoted, etc.)

Position to be filled:

Old Item No. Page

Approp. Act

New Item No. 55-74 Page

Approp. Act RA 6831

Civil Service Eligibility:

Title of Exam. Taken

Place of Examination

Date of Examination

Career Service (SubProf)

Tagloban City

8-3-86

Highest Educational Attainment:

Secretarial Graduate

Latest salary received:

P p.a. Effective

Maiden Name, if married:

RECOMMENDED BY: Ortega

LINDA N. MARISCAL

College RESigtrar

DO NOT FILL SPACE BELOW

(FOR CIVIL SERVICE COMMISSION ACTION)

- ☒ APPROVED as
☐ Probationary (for six months)
☐ Temporary
☒ Permanent (j) (n) (o)
☐ Co-Terminous
☐ For period of actual services rendered

- RA 4670
☐ Provisional (Substitute)
☐ Temporary under Section 3 (Substitute)
☐ Regular (Permanent)
☐ Permanent under Section 5
☐ Action reconsidered/amended per Indorsement date

- ☐ DISAPPROVED
— Lacks approp eligibility
— Educ/trng/exp requirements not met
List of eligibles attached from which selection may be made to replaced appointee.

NORMA G. CHUA
Senior Personnel Specialist
AUTHORIZED OFFICIAL

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

M. P. Villanueva
President

CERTIFICATION

This is to certify that all requirements and supporting papers pursuant to MC No. 6, 1987, have been complied with, reviewed and found to be in order.

TERESITA L. QUINTANA
Personnel Officer

CERTIFICATION

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

Chairman r/PS Board

NOTATIONS

- a. Effective _____ the effective date of appointee's eligibility under R.A. 1080/PD 907/PD 997/PD 1408.
- b. Effective _____, the date of release of appointee's eligibility.
- c. If effectivity date is upon assumption of duties, appointment should be made:
☐ effective not earlier than _____, the date of issuance of appointment.
☐ effective _____, the date appointee actually assumed duties of the position.
- d. Co-terminous with the term of Office of _____
- e. This appointment is effective for one (1) year and will expire on _____ unless sooner terminated.
- f. Eligibility is not appropriate for the position.
- g. Appointee has not qualified in any civil service examination.
- h. Subject to the outcome of the appeal of the former incumbent, under Exec-Order No. 17, if any.
- i. Without prejudice to the final outcome of the protest filed against this appointment.
- j. Provided that the ~~separation~~ ^{reignation} of former incumbent is in order.
- k. Subject to the provisions of MC86-05 dated March 4, 1988 of the MLG:
- l. Subject to the limitations of Section 47 of P.D. 807.
- m. For non-plantilla positions, as _____ attached to the appointment per OCPC _____ Indorsement dated _____ of _____
- n. Others SUBJECT TO 6 MONTHS
PROBATIONARY PERIOD
- o. 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.

Norma G. Villas
Name of Appointee

Clerk I - 725,872.00
Position and Salary

ViSCA, Baybay Leyte
Office/Agency

March 1, 1991
Effective Date

ANY ERASURE OR ALTERATION OF THE ACTION TAKEN BY THE CIVIL SERVICE COMMISSION ON THE APPOINTMENT SHALL INVALIDATE THE SAME UNLESS SUCH ALTERATION(S) HAS/HAVE BEEN CONFIRMED IN A WRITTEN COMMUNICATION BY THE CSC.

DO NOT FILL BELOW THIS LINE

Printed by: ViSCA Printers