



Visayas State College of Agriculture  
Baybay, Leyte

16  
Wanguey 4/5/91  
Received Original

MS. WENIFREDA M. TANQUEZON

ViSCA

Baybay, Leyte

Sir/Madam:

September 17, 1991  
RECEIVED  
10/28/91  
CSC - FIELD OFFICE

You are hereby appointed ADMINISTRATIVE ASSISTANT

with compensation at the rate of  
per annum, effective Thirty-Three Thousand Twenty-Four PESOS (P 33,024.00)  
September 17, 1991

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

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

Vice: Ma. Ester Imperial - 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. 27 Page \_\_\_\_\_  
Approp. Act RA 6831

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

M. P. Villanueva  
President

Civil Service Eligibility:

Title of Exam. Taken Career Service Prof.  
Place of Examination Cebu City  
Date of Examination 12-7-80

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.

Highest Educational Attainment:

TERESITA L. QUINTANILLA  
Personnel Officer

MA in Public Health

Latest salary received:

P 33,024.00 p.a. Effective

Maiden Name, if married:

CERTIFICATION

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

RECOMMENDED BY:

MANUEL K. PALOMAR

Director of Grad. School

RODOLFO G. ESCALADA  
Chairman P/PS Board

DO NOT FILL SPACE BELOW

(FOR CIVIL SERVICE COMMISSION ACTION)

- RA 4670
- ☒ APPROVED as  
☐ Probationary (for six months)  
☐ Temporary  
☒ Permanent (j)(b)(n)  
☐ Co-Terminous  
☐ For period of actual services rendered

- ☐ 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 replace appointee.

ELISEO S. CATCHALIAN  
DIRECTOR IV

AUTHORIZED OFFICIAL



### 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.
- de j. Provided that the <sup>resignation</sup> ~~(separation)~~ 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 \_\_\_\_\_  
per OCPC \_\_\_\_\_ Indorsement dated \_\_\_\_\_ attached to the appointment of \_\_\_\_\_
- de n. Others VERIFICATION OF OFFICIAL ELIGIBILITY
6. 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.

Wenifreda M Tanquezon  
Name of Appointee

Administrative Assistant - 733,024.00  
Position and Salary

ViSCA Baybay Leyte  
Office/Agency

September 17, 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

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