

Chavez B. Telo
9/22/87



VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte



May 15, 1987

Mrs. BERTA C. RATILLA

c/o ViSCA

Baybay, Leyte

Sir/Madam:

You are hereby appointed INSTRUCTOR
Department of Agronomy & Soils Science
(DASS) with compensation at the rate of
Twenty Two Thousand Seven Hundred Twenty-Eight PESOS (P 22,728.00)
per annum, effective June 1, 1987

Renewal

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

Temporary

None

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

(Name and status of former incumbent, if there is any. Example: Fe Uy, resigned, promoted, etc.)

Position to be filled:

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

Old Item No. Jump Sup Page
Approp. Act Natas Pambansa Blg. 866
New Item No. Jump Sup Page
Approp. Act Natas Pambansa Blg. 879

M. R. Villanueva
M. R. VILLANUEVA
President

Civil Service Eligibility:

Title of Exam. Taken None Required
Place of Examination NA
Date of Examination NA

CERTIFICATION

This is to certify that all requirements and supporting papers pursuant to MC No. 6, 1985, have been complied with, reviewed and found to be in order.

Highest Educational Attainment:

BSA-Agronomy

Latest salary received:

P p.a. Effective

Personnel Officer/Administrative Officer

Maiden Name, if married:

Catingan

CERTIFICATION

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

RECOMMENDED BY:

RODOLFO G. ESCALADA

Chairman P/PS Board

DO NOT FILL SPACE BELOW

(FOR CIVIL SERVICE COMMISSION ACTION)

- ☒ APPROVED as
☐ Probationary (for six months)
☒ Temporary (o)
☐ Permanent
☐ Co-Terminus
☐ 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.

(SGD.) AGUSTINA L. PALOMINO
Supvg. Personnel Specialist

(AUTHORIZED OFFICIAL)

PLEASE SEE BACK PAGE

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 June 1, 1988 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 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 _____ at _____
per OCPC _____ Indorsement dated _____ attached to the appointment of _____.
- n. Others _____
- ☒ 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.

Berta C. Ratilla
Name of Appointee

ViSCA, Baybay, Leyte
Office/Agency

Instructor - P22,728.00
Position and Salary

June 1, 1987
Effective Date

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

DO NOT FILL BELOW THIS LINE