

(Stamp of Date of Receipt)

Republic of the Philippines

Visayas State University

(Name of Agency)

PLANTILLA OF CASUAL APPOINTMENTS
(REAPPOINTMENT-RENEWAL)

Department/Office: VSU Guesthouse / Pavilion

Source of Funds: A.II.a

INSTRUCTIONS:

NAME OF APPOINTEE/S					POSITION TITLE (Do not abbreviate)	EQUIVALENT SALARY/ JOB/ PAY GRADE	DAILY WAGE	PERIOD OF EMPLOYMENT		ACKNOWLEDGEMENT OF APPOINTEE	
Last Name	First Name	Name Extension (Jr/III)	Middle Name					From (mm/dd/yyyy)	To (mm/dd/yyyy)	Signature	Date Received
1	CAINTIC	LENITA	N/A	LAPASANDA	Administrative Aide I	SG-1	525.05	7/1/2020	12/31/2020	<i>LC Cautic</i>	7-22-20
2	****NOTHING FOLLOWS****										
3											
4											
5											

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

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 in order.

[Signature]
LOURDES B. CANO

HRMO

Date: 7/1/2020

APPOINTING OFFICER / AUTHORITY

[Signature]
EDGARDO E. TULIN

President

Date: 7/1/2020

CSC NOTATION

CSC Official

Date: _____

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			