

## PLANTILLA OF CASUAL APPOINTMENT

Department/Div.: Personnel Records &amp; Performance Evaluation Office

Source of Funds: A.I.a  
Date Prepared by HRMC: 04/01/12

Name of Appointee/s	Position	Level	SG	Daily Wage/ Salary	Period of Employment		If renewal (include date of previous employment)
					From	To	
GRAVADOR, Merle N.	Administrative Aide III	1	3	P 402.45	April 1, 2012	June 30, 2012	Jan. 1 - Mar. 31, 2012 (Promotion)

The above named personnel is hereby hired/appointed as casuals at the rate opposite his/her name for the period indicated. It is understood that such employment cease automatically at the end of the period stated unless renewed. Any or all of them may be laid-off anytime 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 the requirements are pursuant to CSC MC NO. 40, s. 1998 as amended, have been complied with, reviewed and found in order.

APPROVED:

**LOURDES B. CANO**  
Director, ODAHRD  
04/01/12

~~JOSE L. BACUSMS~~  
~~Appointing Authority~~  
~~04/04/12~~

Pinagtitiray alinsunod sa resolusyon ng Komisyon ng Serbisyo Sibil **Big 93-58-42** na may petsa Enero 1 1994.

THIS IS TO CERTIFY THAT THE POSITIONS  
STATED HEREIN WERE PUBLISHED ON  
3/15/12 IN CSC BULLETIN PURSUANT TO  
CSC MC NO.20,S. 2002.

*Lu*  
LOURDES B. CANO  
HRMO/PO

VERIFIED BY