

CS Form No. 33-B  
Revised 2018

(Stamp of Date of Receipt)

Republic of the Philippines  
VISAYAS STATE UNIVERSITY  
Baybay City, Leyte

Mr./Mrs./Ms.: ANTONETTE S. CRUZ

You are hereby appointed as Administrative Officer I (Supply Officer I) (SG 10, Step 1)  
(Position Title)

under Permanent status at the Supply and Property Office  
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of TWENTY-FOUR THOUSAND THREE HUNDRED EIGHTY-ONE (P 24,381.00) pesos per month.

The nature of this appointment is Promotion vice N/A  
(Original, Promotion, etc.)

who N/A with plantilla Item No. VISCAB-ADOF1-57-2023 Page 10 of 28 pp.  
(Transferred, Retired, etc.)

This appointment shall take effect on the date of signing by the appointing officer/authority.  
Subject to CSC attestation of the promotional appointment of the incumbent of the previous position.

Very truly yours,



PROSE IVY G. YEPES  
Appointing Officer/Authority

January 02, 2025  
Date of Signing

Accredited/Deregulated Pursuant to  
CSC Resolution No. 1801514, s. 2018  
dated 12/18/2018

DRY SEAL

(Stamp of Date of Receipt)



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 to be in order.

The position was published at CSC-Bulletin of Vacant Positions from Sept. 17, 2024 to Sept. 27, 2024, and posted in Admin. Bldg, USSO Bulletin Boards, jobs.vsu.edu.ph from Sept. 17, 2024 to Sept. 27, 2024, in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on November 20, 2024.

HONEY SOFIA V. COLIS  
HRMO

Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB/Placement Committee during the deliberation held on Nov. 25, 2024.

ELWIN JAY V. YU  
Chairperson, HRMPSB/ Placement Committee

CSC/HRMO Notation

ACTION ON APPOINTMENTS			Recorded by
<input type="checkbox"/> Validated per RAI for the month of _____			
<input type="checkbox"/> Invalidated per CSCRO/FO letter dated _____			
<input type="checkbox"/> Appeal	DATE FILED	STATUS	
<input type="checkbox"/> CSCRO/ CSC-Commission			
<input type="checkbox"/> Petition for Review			
<input type="checkbox"/> CSC-Commission			
<input type="checkbox"/> Court of Appeals			
<input type="checkbox"/> Supreme Court			

Original Copy - for the Appointee  
Original Copy- for the Civil Service Commission  
Original Copy- for the Agency

Acknowledgement

Received original/photocopy of appointment on Jan. 17, 2025

Appointee