

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.: MA. ELSA M. UMPAD

You are hereby appointed as Executive Assistant III (SG 20, Step 1)

(Position Title)

under Coterminous status at the Office of the President  
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of SIXTY TWO THOUSAND NINE HUNDRED SIXTY SEVEN

(P 62,967.00) pesos per month.

The nature of this appointment is Reappointment vice Mike Laurence V. Lumen  
(Original, Promotion, etc.)

,who promoted with plantilla Item No. VISCAB-EXA3-21-2023 Page 2 of 26 pp.  
Transferred, Retired, etc.)

This appointment shall take effect on the date of signing by the appointing officer/authority.

Very truly yours,

  
PROSE IVY G. YEPES  
Appointing Officer/Authority

June 13, 2025  
Date of Signing

Until March 10, 2028

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

DRY SEAL



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 N/A from \_\_\_ to \_\_, and posted in from \_\_\_ to in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on N/A.

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 N/A.

MOISES NEIL V. SERIÑO  
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 July 1, 2025  
MA. ELSA M. UMPAD  
Appointee