

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.: JERIMI ANN B. SATUITA

You are hereby appointed as Administrative Assistant V (Private Secretary I) (SG 11, Step 1)
(Position Title)

under coterminous status at the Office of the Vice President for Admin and Finance
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of THIRTY THOUSAND TWENTY FOUR (P 30,024.00) pesos

per month.

The nature of this appointment is original vice NA
(Original, Promotion, etc.)

,who N/A with plantilla Item No. VISCAB-ADAS5-59-2023 Page 7 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

February 17, 2025
Date of Signing

Until December 31, 2025

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

DRY SEAL

(Stamp of Date of Release)

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 N/A to N/A, and posted in Admin Bldg, USSO Bulletin boards, jobs.vsu.edu.ph from N/A to N/A in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on _____.

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 ____

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 MARCH 10, 2025

JERIMI ANN B. SATUITA
Appointee

Appointee