

CS Form No. _____
(Revised 1998)

Republic of the Philippines
Leyte State University
ViSCA, Baybay, Leyte

PLANTILLA OF CASUAL APPOINTMENT

Department/Division: CASH DIVISION

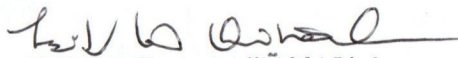
Source of Funds: A.1.a
Date Prepared by HRMO: July 1, 2002

Name of Appointee/s	Position	Level	SG	Daily Wage/ Salary	Period of Employment		(Incl. Date of previous employment)
					From	To	
* Yolanda U. Balbarino	Clerk I	1	3	274.50	July 1- 2002	December 31, 2002	January 1 - June 30, 2002
Marvin M. Lao	Clerk I	1	3	274.50	July 1- 2002	December 31, 2002	January 1 - June 30, 2002
* with 1 day SB/mo.							

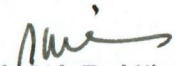
The abovenamed personnel are hereby hired/appointed as casuals at the rate of compensation stated opposite their/his name(s) for the period indicated. It is understood that such employment will cease automatically at the end of the period stated unless renewed. Any or all of them may be laid-off any time before the expiration of the employment period when their services are no longer needed for 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. 40 s. 1998 as amended have been complied with, reviewed and found in order


TERESITA L. QUIÑANOLA
HRMO
07-01-2002
Date

APPROVAL


PACIENCIA P. MILAN
Appointing Authority

07-01-2002
Date Issued

Pinagtibay alinsunod sa
resolusyon ng Komisyon
ng Serbisyo Sibil Blg.
93-58-42 na may petsa
Enero 1, 1994