



VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

MS. FE A. LACERNA

ViSCA
Baybay, Leyte

Sir/Madam:

You are hereby appointed CLERK I

with compensation at the rate of
Twenty-Five Thousand Eight Hundred Seventy-Two PESOS (P 25,872.00)
per annum, effective May 1, 1990

Original

(state nature of appointment whether original, renewal, promotion, transfer, reinst.,

PERMANENT

(State employment status whether temporary, substitute, permanent or provisional in case of teachers).

Vice: Virginia Villamayor - Promoted to private Secretary
(Name and status of former incumbent, if there is any. Example: Fe Uy, resigned, promoted, etc.)

Position to be filled:

Old Item No. _____ Page _____

Approp. Act _____

New Item No. 88-12 Page _____

Approp. Act EO 87

Civil Service Eligibility:

Title of Exam. Taken Career Service Prof.

Place of Examination Cebu City

Date of Examination 8-2-86

Highest Educational Attainment:

B. S. in Commerce

Latest salary received:

P 25,872.00 p.a. Effective _____

Maiden Name, if married: _____

RECOMMENDED BY:

F. G. Villamayor

F. G. VILLAMAYOR

Asst Director, ODREX

Very truly yours,
By Authority of the Board of Trustees:

M. R. Villanueva
President

CERTIFICATION

This is to certify that all requirements and supporting papers pursuant to MC No. 6, 1987, have been complied with, reviewed and found to be in order.

Teresta L. Guinola
TERESTA L. GUINOLA
Personnel Officer

CERTIFICATION

This is to certify that the appointee has been screened and found qualified by the Promotion/Personnel Selection Board.

Samuel S. Go
SAMUEL S. GO
Chairman P/PS Board

DO NOT FILL SPACE BELOW

(FOR CIVIL SERVICE COMMISSION ACTION)

- ☒ APPROVED
☒ Probationary (for six months)
☒ Temporary (S) (N) (O)
☒ Permanent (O)
☐ Co-Terminous
☐ For period of actual services rendered

- RA 4670
☐ Provisional (Substitute)
☐ Temporary under Section 3 (Substitute)
☐ Regular (Permanent)
☒ Permanent under Section 5
☒ Action reconsidered/amended per 1st Indorsement date Dec. 17, 1990

- ☐ DISAPPROVED
— Lacks approp eligibility
— Educ/trng/exp requirements not met
List of eligibles attached from which selection may be made to replaced appointee.

Norma G. Chua
NORMA G. CHUA
Senior Personnel Specialist

Norma G. Chua
NORMA G. CHUA
Senior Personnel Specialist
AUTHORIZED OFFICIAL

NOTATIONS

- a. Effective _____ the effective date of appointee's eligibility under R.A. 1080/PD 907/PD 997/PD 1408.
- b. Effective _____, the date of release of appointee's eligibility.
- c. If effectivity date is upon assumption of duties, appointment should be made:
 - ☐ effective not earlier than _____, the date of issuance of appointment.
 - ☐ effective _____, the date appointee actually assumed duties of the position.
- d. Co-terminous with the term of Office of _____
- e. This appointment is effective for one (1) year and will expire on _____ unless sooner terminated.
- f. Eligibility is not appropriate for the position.
- g. Appointee has not qualified in any civil service examination.
- h. Subject to the outcome of the appeal of the former incumbent, under Exec-Order No. 17, if any.
- i. Without prejudice to the final outcome of the protest filed against this appointment.
- j. *Signature*
Provided that the separation of former incumbent is in order.
- k. Subject to the provisions of MC86-05 dated March 4, 1988 of the MLG:
- l. Subject to the limitations of Section 47 of P.D. 807.
- m. For non-plantilla positions, as _____
per OCPD _____ Indorsement dated _____ attached to the appointment
of _____
- n. Others *Pending*
~~SUBJECT TO OFFICIAL VERIFICATION~~
~~ELIGIBILITY~~ *Verified 12/14/90*
- o. *Signature*
Provided that there is no pending administrative case against the appointee, no pending protest against this appointment, nor any decision by competent authority that will adversely affect the approval of this appointment.

Fe A. Lacerna

Name of Appointee

Clerk I - P25,872.00

Position and Salary

ViSCA Baybay Leyte

Office/Agency

May 1, 1990

Effective Date

ANY ERASURE OR ALTERATION OF THE ACTION TAKEN BY THE CIVIL SERVICE COMMISSION ON THE APPOINTMENT SHALL INVALIDATE THE SAME UNLESS SUCH ALTERATION(S) HAS/HAVE BEEN CONFIRMED IN A WRITTEN COMMUNICATION BY THE CSC.

DO NOT FILL BELOW THIS LINE

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