

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 Administrative Officer IV (SG 15, Step 1)
(Position Title) Administrative Officer IV

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


with a compensation rate of THIRTY - THREE THOUSAND FIVE HUNDRED SEVENTY - FIVE (P
33,575.00) pesos per month.

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

who N/A with plantilla Item No. VISCAB-ADOF4-19-2004 Page 3 of 20 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,


EDGARDO E. TULIN
Appointing Officer/Authority

December 20, 2021
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 compiled with, reviewed and found to be in order.

The position was published at CSC-Bulletin from Mar. 30, 2021 to Apr. 09, 2021 and posted in Admin Bldg, USSO Bulletin Boards, jobs.vsu.edu.ph from Mar. 30, 2021 to Apr. 09, 2021 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on December 10, 2021.


HONEY SOFIA V. COLIS
OIC, 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 December 10, 2021.



DANIEL LESLIE S. TAN
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			

Acknowledgement

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

Received original/photocopy of appointment on Jan 14, 2022

MA. ELSA M. UMPAD
Appointee