

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.: DALISAY F. ANDRES

You are hereby appointed as Administrative Officer I (Records Officer I) (SG 10, Step 1)  
(Position Title)

under Permanent status at the Records and Archives Office  
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of TWENTY-FIVE THOUSAND FIVE HUNDRED EIGHTY-SIX (P  
25,586.00) pesos per month.

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

who N/A with plantilla Item No. VISCAB-ADOFF1-55-2023 Page 9 of 26 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,

  
PROSE IVY G. YEPES  
Appointing Officer/Authority

March 25, 2025  
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 of Vacant Positions from Nov. 18, 2024 to Nov. 28, 2024 and posted in Admin Bldg, USSO Bulletin Boards, jobs.vsu.edu.ph from Nov. 18, 2024 to Nov. 28, 2024 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on February 20, 2025.

  
**HONEY SOFIA V. COLIS**  
HRMO

Certification

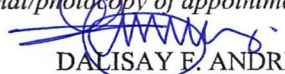
This is to certify that the appointee has been screened and found qualified by the majority of the **HRMPSB/Placement Committee** during the deliberation held on February 20, 2025.

  
**MOISES NEIL V. SERINO**  
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 3/31/2025  
  
**DALISAY E. ANDRES**  
Appointee