



VISAYAS STATE UNIVERSITY  
VSU, Baybay City, Leyte  
(Name of Agency)

### PLANTILLA OF CASUAL APPOINTMENT

Department/Office: University Computer Center

Source of Funds: A.III.b.1

NAME OF APPOINTEE/S					POSITION TITLE (Do not abbreviate)	EQUIVALENT SALARY/ JOB/ PAY GRADE	DAILY WAGE	PERIOD OF EMPLOYMENT		NATURE OF APPOINTMENT	ACKNOWLEDGEMENT OF APPOINTEE/S	
Last Name	First Name	Name Extension (Jr/III)	Middle Name	From (mm/dd/yyyy)				To (mm/dd/yyyy)	(Original/ Reappointment/ Reemployment)		Signature	Date Received
1	VILLAS	NORMAN		ORTEGA	Computer Programmer 1	SG-11	P 891.82	01/01/2018	6/30/2018	Reappointment		1/17/18
2	GODOY	JEROME		GALVEZ	Administrative Aide VI	SG-6	P 629.59	01/01/2018	6/30/2018	Reappointment		1/17/18
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The abovenamed personnel are hereby hired/appointed as casuals at the rate of compensation stated opposite their names 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 or funds are no longer available or the project has already been completed/finished or their performance are below par.

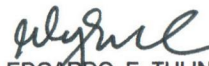
#### CERTIFICATION:

This is to certify that all the requirements and supporting documents pursuant to CSC MC No. 24, 2017 have been complied with, reviewed and found in order.

  
LOURDES B. CANO  
Highest Ranking HRMO

Date: 1/3/2018

#### APPOINTING OFFICER / AUTHORITY:

  
EDGARDO E. TULIN  
(Position)

Date: 1/3/2018

#### ACCREDITED PURSUANT TO:

CSC Resolution No.: 1400350

Date : 3/3/2014