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.: **JOCELYN T. CO**

You are hereby appointed as <u>**Administrative Assistant II (Budgeting Assistant) (SG 8, Step 1)**</u>
(Position Title)

under <u>**Permanent**</u> status at the <u>**Budget Office**</u>
(Permanent, Temporary, etc.)   (Office/Department/Unit)

with a compensation rate of <u>**TWENTY THOUSAND FIVE HUNDRED THIRTY-FOUR (₱ 20,534.00)**</u>

pesos per month.

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

who <u>**N/A**</u> with plantilla Item No. <u>**VISCAB-ADAS2-77-2023**</u> Page <u>11</u> of <u>28</u> 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

<u>**January 02, 2025**</u>
Date of Signing

Accredited/Deregulated Pursuant to
CSC Resolution No. <u>1801514</u>, s. <u>2018</u>
dated <u>12/18/2018</u>

DRY SEAL

(Stamp of Date of Receipt)

Certification

This is to certify that all requirements and supporting papers pursuant to CSC MC <u>No. 24, s. 2017</u> **as amended**, have been complied with, reviewed and found to be in order.

The position was published at <u>CSC-Bulletin of Vacant Positions</u> from <u>MAY 02 2024</u> to <u>May 13, 2024</u>, and posted in <u>Admin. Bldg, USSO Bulletin Boards, jobs.vsu.edu.ph</u> from <u>MAY 02 2024</u> to <u>May 13, 2024</u>, in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on <u>November 25, 2024</u>

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 <u>November 25, 2024</u>.

ELWIN JAY V. YU
Chairperson, HRMPSB/ **Placement Committee**

CSC/HRMO Notation

ACTION ON APPOINTMENTS			Recorded by
☐ **Validated per RAI for the month of** _____			
☐Invalidated per CSCRO/FO letter dated _____			
☐ **Appeal**	**DATE FILED**	**STATUS**	
☐CSCRO/ CSC-Commission			
☐ **Petition for Review**			
☐CSC-Commission			
☐Court of Appeals			
☐Supreme Court			

Acknowledgement

Received original/photocopy of appointment on <u>1/14/25</u>

JOCELYN T. CO
Appointee