

VISAYAS STATE COLLEGE OF AGRICULTURE (VISCA)
Baybay, Leyte

January 30, 1987

Ms. WENIFREDA M. TANQUEZON
c/o VISCA
Baybay, Leyte



Sir/Madam:

You are hereby appointed INSTRUCTOR
in the Department of Animal Science & Veterinary Medicine
(DASVM)
with compensation at the rate of
Twenty Two Thousand Seven Hundred Twenty-Eight PESOS (P 22,728.00)
per annum, effective February 1, 1987
(State nature of appointment
Reappointment
whether original, renewal, promotion, transfer, reinstatement, etc.)

Temporary

None

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

(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. _____ Lump Sum Page _____
Approp. Act BF Plg. 879

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

M. R. Villanueva
President
Approving Officer

Civil Service Eligibility:

Title of Exam. Taken None Required
Place of Examination NA
Date of Examination NA
Rating NA

CERTIFICATION

This is to certify that all
requirements and supporting papers
pursuant to MC No. 6, s. 1985, have
been complied with, reviewed and
found to be in order.

Teresita A. Lao
TERESITA A. LAO
Personnel Officer

Highest Educational Attainment:

Master of Public Health

CERTIFICATION

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

Latest salary received:

P _____ p.a. Effective _____



Maiden name, if married:

Not Applicable

Do not fill space below (For Civil Service Commission
Action)

Chairman, S/P Board

☐ APPROVED AS

☐ Permanent

☐ Co-terminous

☐ Probationary
(for six (6)
months)

☒ Temporary

☐ DISAPPROVED

☐ Provisional/Substitute

☐ Regular
(Permanent)

Agustina L. Palomino
AGUSTINA L. PALOMINO
UPVG. PERSONNEL SPECIALIST

a. For approved appointments:

☐ If effectivity date is upon assumption of duties, this should not be earlier than _____ the date of issuance of the appointment.

☐ Co-terminous with term of office of _____.

b. If approved as Temporary:

☒ This appointment is effective for one (1) year and will expire on 2-1-88 unless sooner terminated.

☐ The appointment was originally proposed as permanent but eligibility is not appropriate to the position.

☒ 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.

d. Subject to the outcome of the appeal of the former incumbent, if any.

e. Disapproved:

☐ Eligibility not appropriate and there are eligibles available

☐ Appointee does not meet education/experience requirements

☐ Appointee lacks eligibility - List of _____ eligibles attached from which selection maybe made to replace _____.

f. His/Her date of birth (_____) as appearing in the previous record of the CS Office has been maintained. If correction is desired, he/she should submit the necessary evidence.

g. Provided that the termination of the incumbent is in order.

h. For laborer positions, subject to the limitations of Section 47 of PD 807.

i. For positions covered under MC No. 10, s. 1977, and Resolution No. 435, appointee has not qualified in any Civil Service examination.

j. For non-plantilla positions, as _____ at _____ per OCPC Indorsement dated _____ attached to the appointment of _____.

k. Others _____

Any erasure or alteration on the action taken by the Civil Service Commission on the appointment shall invalidate the same.