

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.: CAROLINE B. ANDUYAN

You are hereby appointed as Administrative Assistant III (Secretary II (A9)) (SG 9, Step 1)
(Position Title)

under Permanent status at the BOR & University Secretary
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of TWENTY-TWO THOUSAND TWO HUNDRED NINETEEN (P
22,219.00) pesos per month.

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

who N/A with plantilla Item No. VISCAB-ADAS3-63-2023 Page 10 of 28 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

January 10, 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 complied with, reviewed and found to be in order.

The position was published at CSC-Bulletin of Vacant Positions from June 25, 2024 to July 6, 2024, and posted in Admin. Bldg, USSO Bulletin Boards, jobs.vsu.edu.ph from June 25, 2024 to July 6, 2024, in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on November 25, 2024.


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 November 25, 2024.


ELWIN JAY V. YU
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 1/20/2025

Caroline P. Anduyan
Appointee