

CS Form No. 33-B  
Revised 2025

(Stamp of Date of Receipt)

Republic of the Philippines  
VISAYAS STATE UNIVERSITY  
Baybay City, Leyte

Mr./Mrs./Ms.: LINDY JANE L. ANDO

You are hereby appointed as Instructor III (SG 14, Step 1) (Transportation Engineering)  
(Position Title)

under Permanent status at the Department of Civil Engineering  
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of THIRTY-SEVEN THOUSAND TWENTY-FOUR (P 37,024.00) pesos per  
month.

The nature of this appointment is Reemployment vice Mercurio,  
(Original, Promotion, etc.)

Martin Jan E. who Promoted with plantilla Item No. VISCAB-INST3-29-2024 Page  
(Transferred, Retired, etc.)

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This appointment shall take effect on the date of signing by the appointing officer/authority.

Very truly yours,

  
PROSE IVY G. YEPES  
Appointing Officer/Authority

August 13, 2025  
Date of Signing

Accredited/Deregulated Pursuant to  
CSC Resolution No. 2500358, s. 2025  
dated 04/30/2025

DRY SEAL

(Stamp of Date of Receipt)

SUBJECT TO SIX (6) MONTHS PROBATIONARY PERIOD  
per 2018 approved VSU MSP



Certification

This is to certify that all requirements and supporting papers pursuant to the 2025 Omnibus Rules on Appointments and Other Human Resource Actions, have been complied with, reviewed, and found to be.

The position was published at N/A from . 20 to , 20 and posted in from to , 20 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on August 12, 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 August 12, 2025.

ROTACIO S. GRAVOSO  
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 Aug. 13, 2025

LINDY JANE L. ANDO  
Appointee