

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.: APRIL ANN O. MONTALBAN

You are hereby appointed as Administrative Aide IV (Clerk II) (SG 4, Step 1)  
(Position Title)

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

with a compensation rate of SIXTEEN THOUSAND EIGHT HUNDRED THIRTY-THREE (P  
16,833.00) pesos per month.

The nature of this appointment is Reappointment vice Codog,  
(Original, Promotion, etc.)

Jannet Leslie Evelyn S. who Promoted with plantilla Item No. VISCAB-ADA4-134-  
(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

November 05, 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 TWO (2) YEARS PROBATIONARY PERIOD  
per 2018 approved VSU MSP

Certification

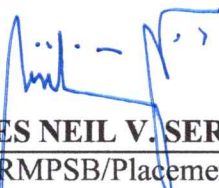
This is to certify that all requirements and supporting papers pursuant to the **2025 Omnibus Rules on Appointments and Other Human Resource Actions**, have been complied with, reviewed, and found to be.

The position was published at CSC-Bulletin Vacant Positions from Jun. 27, 2025 to Jul. 10, 2025 and posted in Admin Bldg, USSO Bulletin Boards, jobs.vsu.edu.ph from Jun. 27, 2025 to Jul. 10, 2025 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on October 09, 2025.

  
**HONEY SOFIA V. COLIS**  
HRMO

Certification

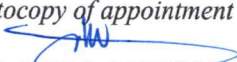
This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB/Placement Committee during the deliberation held on October 09, 2025.

  
**MOISES NEIL V. SERIÑO**  
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 NOV. 5, 2025  
  
**APRIL ANN O. MONTALBAN**  
Appointee