

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.: NIFFA C. GOFREDO

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

under Permanent status at the University Learning Commons (Library)
(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 Original vice Villas, Jansel
(Original, Promotion, etc.)

Joi C. who Promoted with plantilla Item No. VISCAB-ADA4-108-2004 Page 17 of
(Transferred, Retired, etc.)
26 pp.

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 18, 2025
Date of Signing

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



(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 Apr. 14, 2025 to Apr. 25, 2025 and posted in Admin Bldg, USSO Bulletin Boards, jobs.vsu.edu.ph from Apr. 14, 2025 to Apr. 25, 2025 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on August 06, 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 06, 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. 18, 2025

NIFFA C. GOFREDO
Appointee