

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.: JESIBEL L. MUERTIGUE

You are hereby appointed as Administrative Assistant II (Human Resource Mgt Asst) (SG 8, Step 1)
(Position Title)

under Permanent status at the Human Resource Management Office
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of TWENTY THOUSAND FIVE HUNDRED THIRTY-FOUR (P 20,534.00)
pesos per month.

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

who N/A with plantilla Item No. VISCAB-ADAS2-82-2023 Page 11 of 26 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

September 09, 2024
Date of Signing

Accredited/Deregulated Pursuant to
CSC Resolution No. 1801514, s. 2018
dated 12/18/2018

DRY SEAL


(Stamp of Date of Receipt)

REPUBLIC OF THE PHILIPPINES
VISAYAS STATE UNIVERSITY
ViSCA, Baybay City, Leyte

OATH OF OFFICE

I, Jesibel L. Muertigue of Human Resource Management Office having been appointed to the position of Administrative Assistant II (Human Resource Management Assistant) hereby solemnly swear, that I will faithfully discharge to the best of my ability, the duties of my present position and of all others that I may hereafter hold under the Republic of the Philippines; that I will bear true faith and allegiance to the same; that I will obey the laws, legal orders, and decrees promulgated by the duly constituted authorities of the Republic of the Philippines; and that I impose this obligation upon myself voluntarily, without mental reservation or purpose of evasion.

SO HELP ME GOD.


JESIBEL L. MUERTIGUE
(Signature over Printed Name
of the Appointee)

Government ID: VSU ID
ID Number : V01247
Date Issued : 5/12/2021

Subscribed and sworn to before me this 15th day of October,
20 21 in VSCA, Baybay City, Leyte, Philippines.


PROSE IVY G. YEPES
(Signature over Printed Name of
Person Administering the Oath)

Republic of the Philippines
VISAYAS STATE UNIVERSITY
ViSCA, Baybay City, Leyte

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. Jesibel L. Muertigue has assumed the duties and responsibilities as Administrative Assistant II (Human Resource Management Assistant) of Human Resource Management Office effective October 1, 2024.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Muertigue as Administrative Assistant II (Human Resource Management Assistant).

Done this 1st day of October 2024 in Baybay City Leyte.


LUVILLA G. ALCOBER
Head of Office/Department/Unit

Date: October 1, 2024

Attested by:


HONEY SOFIA V. COLIS
HRMO

201 file
Admin
COA
CSC

*For submission to CSC FO
within 30 days from the
date of assumption of the
appointee*