

CSForm No. 33-A  
Revised 2018

(Stamp of Date of Receipt)

**Republic of the Philippines**  
**LOCAL GOVERNMENT UNIT OF ORMOC**  
Ormoc City

Mr./Mrs./Ms.: LAURIE MARIE C. CALUPAS

You are hereby appointed as CITY GOVERNMENT ASSISTANT DEPARTMENT  
HEAD I (ASSISTANT CITY HEALTH OFFICER) (SG/JG/PG 23/1)  
 (Position Title)

under PERMANENT status at the CITY HEALTH DEPARTMENT  
 (Permanent, Temporary, etc.) (Office/Department/Unit)  
 with a compensation rate of EIGHTY SEVEN THOUSAND THREE P (87,315.00)  
HUNDRED FIFTEEN PESOS pesos per month.

The nature of this appointment is TRANSFER vice \_\_\_\_\_  
 (Original, Promotion, etc.)

Not Applicable, who Not Applicable Plantilla Item No. 812  
 (Transferred, Retired, etc.)

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This appointment shall take effect on the date of signing by the appointing officer/authority.  
Subject to six (6) months probationary period.

Very truly yours,

LUCY TORRES GOMEZ  
 City Mayor

NOV 19 2025

Date of Signing

CSC ACTION:

**CERTIFIED**  
 TRUE & CORRECT COPY  
 HRMO - IV  
 HUMAN RESOURCE MANAGEMENT OFFICE  
NOV 28 2025  
 DATE

Authorized Official

Date

(Stamp of Date of Release)



### 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 06/13/2025 to 07/12/2025 and posted in CSC WLFO bulletin, HRMO bulletin, PESO bulletin from 06/13/2025 to 07/12/2025 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on August 12, 2025.

**FARICA ZCAMBO CUTAS**  
Supervising Administrative Officer  
OJC-HRMO

### Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB during the deliberation held on August 12, 2025.

**LUCY TORRES GOMEZ**  
City Mayor  
Chairperson, HRMPSB

### CSC Notation

**CERTIFIED**  
FARICA ZCAMBO CUTAS, JD  
HRMO - IV  
HUMAN RESOURCE MANAGEMENT OFFICE  
NOV 28 2025  
DATED

ANY ERASURE OR ALTERATION ON THE CSC ACTION SHALL NULLIFY OR INVALIDATE THIS APPOINTMENT EXCEPT IF THE ALTERATION WAS AUTHORIZED BY THE COMMISSION.

### Acknowledgement

Original Copy - for the Appointee  
Original Copy- for the Civil Service Commission  
Original Copy- for the Agency

Received original/photocopy of appointment on 11-19-2025

**LAURIE MARIE C. CALUPAS**  
Appointee