

CS Form No. 33-B  
Revised 2018



(Stamp of Date of Receipt)

**Republic of the Philippines**  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION 02**  
Regional Government Center, Carig Sur, Tuguegarao City, Cagayan

Mr./Mrs./ Ms. JESSICA M. PALALAY

You are hereby appointed as Administrative Aide VI (Clerk III) (SG-6)

under Permanent status at the Department of the Interior and Local Government with  
(Permanent, Temporary, etc) (Office/Department/Unit)

a compensation rate of Sixteen Thousand Two Hundred Pesos (P 16,200.00) per month.

The nature of this appointment is Promotion  
(Original, Promotion, etc)

vice Charles Ferdinand V. Rillera, who was Promoted  
(Transferred, Retired, etc.)

with Plantilla Item No. OSEC-DILGB-ADA6-115-2005.

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

Very truly yours,

(sgd.)

**JONATHAN PAUL M. LEUSEN, JR., CESO III**  
Regional Director  
Appointing Officer/Authority

July 1, 2021  
Date of Signing



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 May 29, 2021 to June 7, 2021 and posted in DILG Regional Office and DILG Provincial Offices in Batanes, Cagayan, Isabela, Nueva Vizcaya and Quirino from May 29, 2021 to June 7, 2021 in consonance with R.A. No. 7041. The assessment by the Human Resource Merit Selection and Promotion Board (HRMSPB) started on June 8, 2021.

(sgd.)  
**MARIA LUISA C. DY**  
HRMO III

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 June 17, 2021.

(sgd.)  
**ELPIDIO A. DURWIN, CESO IV**  
Assistant Regional Director  
HRMSPB Chairperson

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 July 1, 2021  
(sgd.)  
**Jessica M. PALALAY**  
Appointee