

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.: **GMELINA T. MANALIGOD**

You are hereby appointed as Supervising Administrative Officer (SAO) (SG 22)

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

a compensation rate of Sixty-eight Thousand Four Hundred Fifteen Pesos (P68,415.00) per  
month.

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

vice Ive B. Saludez, who was Promoted  
(Transferred, Retired, etc.)

with Plantilla Item No. OSEC-DILGB-SADOF-35-1998.

Page 1 of 3.

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

March 15, 2021  
Date of Signing



(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 December 29, 2020 to January 9, 2021 and posted in DILG Regional Office and DILG Provincial Offices in Batanes, Cagayan, Isabela, Nueva Vizcaya and Quirino from December 29, 2020 to January 9, 2021 in consonance with R.A. No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on January 10, 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 HRMPSPB during the deliberation held on February 18, 2021.

(sgd.)  
**ELPIDIO A. DURWIN, CESO IV**  
Assistant Regional Director  
HRMPSB 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 \_\_\_\_\_

\_\_\_\_\_  
Appointee