

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.: **ROXANNE L. CASCO**

You are hereby appointed as Administrative Aide IV (Clerk II) (SG 4-1) under

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

a compensation rate of Fifteen Thousand Five Hundred Eighty-six pesos (Php 15,586.00)
per month.

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

vice Jennifer B. Masina, who was Promoted
(Transferred, Retired, etc.)

with Plantilla Item No. OSEC-DILGB-ADA4-98-2005.

Page 21 of 23.

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

The appointee is subject to six (6) months probationary period

Very truly yours,

(sgd.)
JONATHAN PAUL M. LEUSEN, JR., CESO III
Regional Director
Appointing Officer/Authority

January 3, 2022
Date of Signing

PRIME-HRM Level-2 Maturity
Accredited/Deregulated Pursuant to
CSC Resolution No. 2100154, s. 2021
Dated February 16, 2021

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 October 21, 2022 to October 31, 2022 and posted in DILG Regional Office and DILG Provincial Offices in Batanes, Cagayan, Isabela, Nueva Vizcaya and Quirino from October 21, 2022 to October 31, 2022 in consonance with R.A. No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on November 1, 2022.

(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 December 20, 2022.

(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 01-03-2023

(sgd.)
Appointee