

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.: **CLAUDETTE A. BALLAD**

You are hereby appointed as Administrative Aide IV (Clerk II) (SG 4)  
under Permanent status at the Department of the Interior and Local Government with  
(Permanent, Temporary, etc) (Office/Department/Unit)  
a compensation rate of Fourteen Thousand Nine Hundred Ninety-three Pesos (Php 14,993.00)  
per month.

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

vice Geraldine B. Bucayu, who was Promoted  
(Transferred, Retired, etc.)

with Plantilla Item No. OSEC-DILGB-ADA4-97-2005.

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

The appointee is subject to six 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 Bronze Award (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 1, 2021 to October 11, 2021 and posted in DILG Regional Office and DILG Provincial Offices in Batanes, Cagayan, Isabela, Nueva Vizcaya and Quirino from October 1, 2021 to October 11, 2021 in consonance with R.A. No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on November 16, 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 October 25, 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 January 03, 2022

(sgd.)  
**CLAUDITE A. PALLAN**  
Appointee