

APPOINTMENT TRANSMITTAL AND ACTION FORM

AGENCY: DEPARTMENT OF EDUCATION - DIVISION OF PANABO CITY

CSC FO In-Charge:

INSTRUCTIONS:

- (1) Fill-out the data needed in the form completely and accurately.
- (2) Do not abbreviate entries in the form.
- (3) Accomplish the Checklist of Common Requirements and sign the certification.
- (4) Submit the duly accomplished form in electronic and printed copy (2 copies) to the CSC Field Office-In-Charge together with the original copies of appointments and supporting documents.

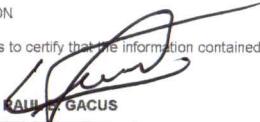
Carine JR Villanue
S1 HR Specialist

For CSC RO/FO's Use:	
Date Received:	
AUG 17 2023	
10:48	

No.	NAME OF THE APPOINTEE/S				POSITION TITLE (indicate parenthetical title, if applicable)	SALARY/ JOB/ PAY GRADE	EMPLOYMENT STATUS	PERIOD OF EMPLOYMENT (for Temporary, Casual/ Contractual Appointments) (mm/dd/yyyy to mm/dd/yyyy)	NATURE OF APPOINTMENT	DATE OF ISSUANCE (mm/dd/yyyy)	PUBLICATION		CSC ACTION			Agency Receiving Officer
	Last Name	First Name	Name Extension (Jr. / III)	Middle Name							DATE indicate period of publication (mm/dd/yyyy to mm/dd/yyyy)	MODE (CSC Bulletin of Vacant Positions, Agency Website, Newspaper, etc)	A - Approved or D - Disapproved or N - Noted	Date of Action (mm/dd/yyyy)	Date of Release (mm/dd/yyyy)	
1	LARIOZA	CARINE	n/a	BILISAN	TEACHER I	11-4	PERMANENT	n/a	ORIGINAL	07/26/2023	6/16/2023 - 7/3/2023	CSC Job Portal				
2	LABARTINOS	JENNIFER	n/a	LUABLE	TEACHER I	11-4	PERMANENT	n/a	TRANSFER	08/01/2023	5/8-25/2023	CSC Job Portal				
Nothing Follows																

CERTIFICATION

This is to certify that the information contained in this form are true, correct and complete.



Carine JR Villanue

HRMO

Date: 08/16/2023

REMARKS/COMMENTS/RECOMMENDATIONS: (e.g. Reasons for Disapproval of Appointment)

CHECKLIST OF COMMON REQUIREMENTS		HRMO	CSC FO
Instructions: Put a check if the requirements are complete. If incomplete, use the space provided to indicate the name of appointee and the lacking requirement/s.			
1	APPOINTMENT FORMS (CS Form No. 33-A, Revised 2018) - Three (3) original copies of appointment form (employee copy, CSC copy and agency copy)	/	✓
2	PLANTILLA OF CASUAL APPOINTMENT (CSC Form No. 34-A, C, E or F) - Three (3) original copies (employee copy, CSC copy and agency copy)	N/A	N/A
3	PERSONAL DATA SHEET (CS Form No. 212, Revised 2017)	/	✓
4	ORIGINAL COPY OF AUTHENTICATED CERTIFICATE OF ELIGIBILITY/ RATING/ LICENSE - Except if the eligibility has been previously authenticated in 2004 or onward and recorded by the CSC	/	✓
5	POSITION DESCRIPTION FORM (DBM-CSC Form No. 1, Revised 2017)	/	✓
6	OATH OF OFFICE (CS Form No. 32, Revised 2017)	/	✓
7	CERTIFICATE OF ASSUMPTION TO DUTY (CS Form No. 4)	/	✓
	This is to certify that I have checked the veracity, authenticity and completeness of all the requirements in support of the appointments attached herein.	RAUL E. GACUS 	This is to certify that I have checked all the requirements in support of the appointments attached herein and found these to be [] complete / [] lacking. Genovee JR Villanueva S2 HR Specialist 