

CS Form No. 33-B
Revised 2018

(Stamp of Date of Receipt)



Republic of the Philippines
NATIONAL KIDNEY AND TRANSPLANT INSTITUTE
East Avenue, Quezon City

Mr./Mrs./ Ms.: _____

You are hereby appointed as _____ (SG) _____
(Position Title)

under _____ status at the _____
(Permanent, Temporary, etc.) (Office/Department/Division/Section/Unit)

with a compensation rate of _____
pesos per month.

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

_____, who _____ with Plantila
(Transferred, Retired, etc.)

Item No. Page: .

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

Very truly yours,

Appointing Officer/Authority

Date of Signing

Accredited/Deregulated Pursuant to
CSC Resolution No. _____ s. _____
Date Promulgated: _____



(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/NKTI Website from _____ to _____,
and posted in Three (3) conspicuous places in NKTI’s Bulletin Boards from _____ to _____,
20____ in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion
and Selection Board (HRMPSB) started on _____, 20____.

Highest Ranking HRMO

Certification

This is to certify that the appointee has been screened and found
qualified by the majority of the HRMPSB/**Placement Committee** during the deliberation held on
_____.

Chairperson, HRMPSB/Placement Committee

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