

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/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.)

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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