

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.: **JENALYN A. CARAG**

You are hereby appointed as Local Government Operations Officer VI (LGOO VI) (SG 22)  
under Permanent status at the Department of the Interior and Local Government with  
(Permanent, Temporary, etc) (Office/Department/Unit)  
a compensation rate of Sixty-eight Thousand Four Hundred Fifteen Pesos (P68,415.00) per  
month.

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

vice Cristina M. Agatep, who Retired  
(Transferred, Retired, etc.)

with Plantilla Item No. OSEC-DILGB-LGOO6-1138-2017.

Page 11 of 22.

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

Very truly yours,

**JONATHAN PAUL M. LEUSEN, JR., CESO III**  
Regional Director  
Appointing Officer/Authority

September 20, 2021  
Date of Signing

PRIME-HRM Bronze Award (Level 2 Maturity)  
Accredited/Deregulated Pursuant to  
CSC Resolution No. 2100154, s. 2021  
Dated February 16, 202



### Certification

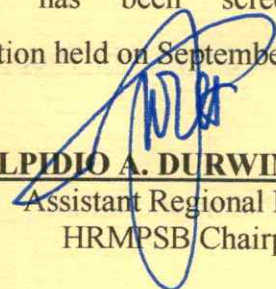
This is to certify that all requirements and supporting papers pursuant to **CSC MC No. 24, s. 2017 as amended** have been complied with, reviewed and found to be in order.

The position was published at CSC Bulletin of Vacant Positions from August 20, 2021 to August 30, 2021 and posted in DILG Regional Office and DILG Provincial Offices in Batanes, Cagayan, Isabela, Nueva Vizcaya and Quirino from August 20, 2021 to August 30, 2021 in consonance with R.A. No. 7041. The assessment by the Human Resource Merit Selection and Promotion Board (HRMSPB) started on August 31, 2021.

  
**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 HRMSPB during the deliberation held on September 17, 2021.

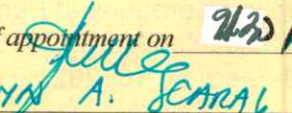
  
**ELPIDIO A. DURWIN, CESO IV**  
Assistant Regional Director  
HRMSPB Chairperson

### 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 21/20/2021  
  
**JENAVINA A. SERRANO**  
Appointee