

**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.: **CAROLYN C. MATEO**

You are hereby appointed as Local Government Operations Officer V (LGOO V) (SG 20)  
under Permanent status at the Department of the Interior and Local Government with  
(Permanent, Temporary, etc) (Office/Department/Unit)  
a compensation rate of Fifty-four Thousand Two Hundred Fifty-one Pesos (P54,251.00) per  
month.

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

vice Rowena R. Gulgulway, who was Promoted  
(Transferred, Retired, etc.)

with Plantilla Item No. OSEC-DILGB-LGOO5-1091-1998.

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

Very truly yours,

(sgd.)

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

September 16, 2021  
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 July 2, 2021 to July 12, 2021 and posted in DILG Regional Office and DILG Provincial Offices in Batanes, Cagayan, Isabela, Nueva Vizcaya and Quirino from July 2, 2021 to July 12, 2021 in consonance with R.A. No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on July 13, 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 August 19, 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 Sept. 16, 2021  
(sgd.)  
**CAROLYN COMATEO**  
Appointee