

CS Form No. 33-A
Revised 2025

(Stamp of Date of Receipt)

Republic of the Philippines

(Name of Agency)

Mr./Mrs./ Ms.:_____

You are hereby appointed as _____ (SG/JG/PG _____)
(Position Title)

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

with a compensation rate of _____ (Php _____)
pesos per month.

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

_____, who _____ with Plantilla Item No. _____
(Transferred, Retired, etc.)

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

CSC ACTION:



Date

(Stamp of Date of Release)

Certification

This is to certify that all requirements and supporting papers pursuant to the **2025 Omnibus Rules on Appointments and Other Human Resource Actions**, have been complied with, reviewed, and found to be in order.

The position was published at _____ from _____ to _____,
20____ and posted in three (3) conspicuous places from _____ to _____, 20____ in
consonance with Republic Act No. 7041. The assessment by the Human Resource Merit Promotion and
Selection Board (HRMPSB) started on _____, 20____.

HRMO

Certification

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

Chairperson, HRMPSB/Placement Committee

CSC Notation

ANY ERASURE OR ALTERATION ON THE CSC ACTION SHALL NULLIFY OR
INVALIDATE THIS APPOINTMENT EXCEPT IF THE ALTERATION WAS AUTHORIZED BY
THE COMMISSION.

Original Copy - for the Agency
Certified True Copy - for the Civil Service Commission
Certified True Copy - for the Appointee

Acknowledgement
Received original/photocopy of appointment on _____

Appointee