

Republic of the Philippines
VISAYAS STATE UNIVERSITY
ViSCA, Baybay City, Leyte

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. **LEOPOLDO S. ESCALA JR.** has assumed the duties and responsibilities as **Administrative Assistant I** of the **Procurement Office** effective **July 15, 2025**.


This certification is issued in connection with the issuance of the appointment of Ms./Mr. **Escala** as **Administrative Assistant I**.

Done this **15th** day of **July, 2025** in the **Procurement Office, Visayas State University, Visca, Baybay City, Leyte.**


JESSAMINE C. ECLEO
Head of Procurement Office

Date:

Attested by:


HONEY SOFIA V. COLIS
HRMO

201 file
Admin
COA
CSC

*For submission to CSC FO
within 30 days from the
date of assumption of the
appointee*