

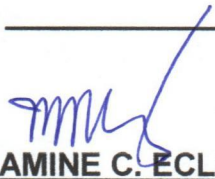
Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
ViSCA, Baybay City, Leyte

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. LEOPOLDO S. ESCALA JR. has assumed the duties and responsibilities as Administrative Aide IV (Clerk II) of Office of the Head for Procurement, effective February 2, 2022.


This certification is issued in connection with the issuance of the appointment of Ms./Mr. LEOPOLDO S. ESCALA JR. as Administrative Aide IV (Clerk II).

Done this 2nd day of February 2022 in \_\_\_\_\_.

  
**JESSAMINE C. ECLEO**  
Head of Office/Department/Unit

Date: 2/2/2022

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*