

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. CAROLINE B. ANDUYAN has assumed the duties and responsibilities as ADMINISTRATIVE ASSISTANT III (SECRETARY II A) of OFFICE OF THE UNIVERSITY AND BOARD SECRETARY effective January 10, 2025.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. ANDUYAN as ADMINISTRATIVE ASSISTANT III.

Done this 10th day of January 2025 in Baybay City Leyte.

  
HAZEL DE VILLA-ASALDO  
Head of Office/Department/Unit

Date: January 10, 2025

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*