


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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. EMELITA S. PAUSANOS has assumed the duties and responsibilities as ADMIN AIDE VI of Supply and Property Management Office effective July 1, 2025.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. PAUSANOS as ADMIN AIDE VI.

Done this 1st day of July 2025 in Baybay City Leyte.


VIVIAN V. BALBARINO
Head of Office/Department/Unit

Date: July 1, 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*