

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms. JANSEL JOI C. VILLAS has assumed the duties and responsibilities as Administrative Aide VI of Office of the Vice President for Planning and Development effective March 25, 2025.

This certification is issued in connection with the issuance of the appointment of Ms. Villas as Administrative Aide VI.

Done this 25<sup>th</sup> day of March 2025 in Baybay City, Leyte.

GLENN G. PAJARES  
Vice President for Planning and Development

Date: March 25, 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*