

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. RAMONITO M. PAULO II has assumed the duties and responsibilities as Administrative Assistant II (Data Entry Machine Operator II) of University Registrar effective May 13, 2025.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. RAMONITO M. PAULO II as Administrative Assistant II (Data Entry Machine Operator II).

Done this 13th day of May 2025 in VSU Baybay City, Leyte.


RAYMUND M. IGCASAMA
Head of Office/Department/Unit

Date: May 13, 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*