


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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. VERA STEPHANIE B. BALLENTES  
has assumed the duties and responsibilities as Administrative Assistant III  
of College of Veterinary Medicine effective January 4, 2021.


This certification is issued in connection with the issuance of the  
appointment of Ms./Mr. Vera Stephanie B. Ballentes as Administrative  
Assistant III.

Done this 4th day of January 2021 in CVM-VSU.

  
**SANTIAGO T. PEÑA, JR.**  
Head of Office/Department/Unit

Date: January 4, 2021

Attested by:

  
**LOURDES B. CANO**  
HRMO

201 file  
Admin  
COA  
CSC

*For submission to CSC FO  
within 30 days from the  
date of assumption of the  
appointee*