

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. MA. ELSA M.  
UMPAD has assumed the duties and responsibilities as  
EXECUTIVE ASSISTANT III of Office of the President  
effective June 13, 2025.

This certification is issued in connection with the issuance of the  
appointment of Ms./Mr. Umpad as  
Executive Assistant III.

Done this 13th day of June 2025 in Baybay City Leyte

  
**PROSE IVY G. YEPES**  
Head of Office/Department/Unit

Date: June 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*