

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms. Marilou L. Sta. Iglesia has assumed the duties and responsibilities as Administrative Aide III of OVPREI effective January 3, 2025.

This certification is issued in connection with the issuance of the appointment of Ms. Marilou L. Sta. Iglesia as Administrative Aide III.

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

  
SANTIAGO TAPENA, JR.  
Head of Office/Department/Unit

Date: 01-01-2025

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*