

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that **Ms./Mr. SHEILA MARIE C. LEMOS** has assumed the duties and responsibilities as Administrative Assistant II of Admissions Office effective January 2, 2025.

This certification is issued in connection with the issuance of the appointment of **Ms./Mr. Lemos** as Administrative Assistant II.

Done this 2nd day of January 2025 in Visayas State University.

  
**JOSEPH E. PADILLA**  
Head of Office/Department/Unit

Date: Jan. 2, 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*