

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms/Mr. Marilou L. Sta. Iglesia has assumed the duties and responsibilities as Administrative Aide III of the Office of the Vice President for Research, Extension and Innovation effective January 1, 2024.

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

Done this 1st day of January in 2024, Baybay City, Leyte.

  
MARIA JULIET C. CENIZA  
Head of Office/Department/Unit

Date: January 1, 2024

Attested by:

  
HONEY SOFIA V. COLIS  
HRMO

201 File  
Admin  
COA  
CSC

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