

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. Zargia Grace A. Pasion has assumed the duties and responsibilities as Administrative Officer II (Private Secretary I) of Office of the University President effective April 8, 2024.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Pasion as Administrative Officer II (Private Secretary I).

Done this 8th day of April in VSU-Main Campus, Baybay City, Leyte.

  
PROSE IVY G. YEPES, EdD  
University President

Date: April 8, 2024

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*