


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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. Tiffany P. Baguio  
\_\_\_\_\_ has assumed the duties and responsibilities as \_\_\_\_\_  
Administrative Aide VI (Clerk III) of VISAYAS STATE  
UNIVERSITY effective March 25, 2025.

This certification is issued in connection with the issuance of the  
appointment of Ms./Mr. Baguio as Admin Aide VI (Clerk  
III).

Done this 25th day of March 2025 in VSU, Visca, Baybay City,  
Leyte.

  
SANTIAGO T. PEÑA JR.  
Head of Office/Department/Unit

Date: March 25, 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*