

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. CLAUDETTE MELI HOFF E. GARDUCE  
has assumed the duties and responsibilities as EDUCATION RESEARCH  
ASSISTANT of GRADUATE SCHOOL effective January 1, 2024.

This certification is issued in connection with the issuance of the  
appointment of Ms./Mr. CLAUDETTE MELI HOFF E. GARDUCE as  
EDUCATION RESEARCH ASSISTANT.

Done this 4th day of DECEMBER, 2023 in GRADUATE  
SCHOOL, VISAYAS STATE UNIVERSITY.

  
ANABELLA B. TOLIN

Head of Office/Department/Unit

Date: January 1, 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*