

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. Rosela T. Batistil has assumed the duties and responsibilities as Administrative Assistant V (Private Secretary I) of the Office of the Vice President for Administration and Finance effective May 13, 2024.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Batistil as Administrative Assistant V (Private Secretary I).

Done this 13th day of May 2024 in Visayas State University.

  
DR. ELWIN JAY V. YU  
Head of Office/Department/Unit

Date: May 13, 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*