

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. Emelita S. Pausanos
_____ has assumed the duties and responsibilities as Admin Aide IV
(Clerk II) of Department of Soil Sciences effective April 3, 2023.

This certification is issued in connection with the issuance of the
appointment of Ms./Mr. Pausanos as Admin Aide IV (Clerk II) _____.

Done this 3rd day of April 2023 in _____.



SUZETTE B. LINA
Head of Office/Department/Unit

Date: April 3, 2023

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*