

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Mr. NORBERT JOHN ORTEGA VILLAS has assumed the duties and responsibilities as EDUCATION RESEARCH ASSISTANT I (ERA I) of OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES effective July 1, 2024.

This certification is issued in connection with the issuance of the appointment of Mr. VILLAS as ERA I.

Done this 1st day of July 2024 in VSU, Baybay City.

  
**ALELI A. VILLOCINO**  
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*