

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. MA. ELSA M. UMPAD  
has assumed the duties and responsibilities as Administrative Officer V  
of the Quality Assurance Center effective October 16, 2024.

This certification is issued in connection with the issuance of the  
appointment of Ms./Mr. Umpad as Administrative Officer V  
\_\_\_\_\_.

Done this 16th day of October 2024 in Baybay City Leyte.

  
JOEL REY U. ACOB  
Head of Office/Department/Unit

Date: Oct. 16, 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*