

CS Form No. 33-B  
Revised 2018

(Stamp of Date of Receipt)

Republic of the Philippines  
VISAYAS STATE UNIVERSITY  
Baybay City, Leyte

Mr./Mrs./Ms.: RODERICK M. UNAJan

You are hereby appointed as Administrative Aide IV (Clerk II) (SG 4, Step 1)  
(Position Title)

under Permanent status at the Institute of Human Kinetics  
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of SIXTEEN THOUSAND EIGHT HUNDRED THIRTY-THREE (P  
16,833.00) pesos per month.

The nature of this appointment is Promotion vice Bandalan,  
(Original, Promotion, etc.)

Marvin B. who Promoted with plantilla Item No. VISCAB-ADA4-141-2004 Page 19  
(Transferred, Retired, etc.)

of 26 pp.

This appointment shall take effect on the date of signing by the appointing officer/authority.  
Subject to CSC attestation of the promotional appointment of the incumbent of the previous position.

Very truly yours,



PROSE IVY G. YEPES  
Appointing Officer/Authority

June 09, 2025  
Date of Signing

Accredited/Deregulated Pursuant to  
CSC Resolution No. 1801514, s. 2018  
dated 12/18/2018

DRY SEAL

(Stamp of Date of Receipt)

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. Roderick M. Unajan  
\_\_\_\_\_ has assumed the duties and responsibilities as Admin  
Aide IV \_\_\_\_\_ of Institute of Human Kinetics  
\_\_\_\_\_ effective June 9, 2025.

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

Done this 9<sup>th</sup> day of June 2025 in Visayas State  
University, Baybay City, Leyte.

  
\_\_\_\_\_  
Dr. Andrew A. Mazo  
Head of Office/Department/Unit

Date: June 9, 2025

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*

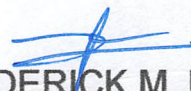


REPUBLIC OF THE PHILIPPINES  
VISAYAS STATE UNIVERSITY  
ViSCA, Baybay City, Leyte

OATH OF OFFICE

I, Roderick M. Unajan of Institute of Human  
Kinetics having been appointed to the position of Admin Aide IV  
(Clerk II) hereby solemnly swear, that I will faithfully discharge to the  
best of my ability, the duties of my present position and of all others that I may hereafter  
hold under the Republic of the Philippines; that I will bear true faith and allegiance to the  
same; that I will obey the laws, legal orders, and decrees promulgated by the duly  
constituted authorities of the Republic of the Philippines; and that I impose this  
obligation upon myself voluntarily, without mental reservation or purpose of evasion.

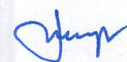
SO HELP ME GOD.

  
RODERICK M. UNAJan  
(Signature over Printed Name  
of the Appointee)

Government ID: Driver's License  
ID Number : J09-06-019694  
Date Issued : October 24, 2023

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Subscribed and sworn to before me this 9th day of June,  
20 25 in VSU, Baybay city Leyte, Philippines.

  
PROSE IVY G. YEPES  
(Signature over Printed Name of  
Person Administering the Oath)