

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.: RAFAEL B. VERGARA

You are hereby appointed as Administrative Assistant II (Property Custodian) (SG 8, Step 1)  
(Position Title)

under Permanent status at the Supply and Property Management  
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of TWENTY-ONE THOUSAND FOUR HUNDRED FORTY-EIGHT (P  
21,448.00) pesos per month.

The nature of this appointment is Promotion vice N/A  
(Original, Promotion, etc.)

who N/A with plantilla Item No. VISCAB-ADAS2-83-2023 Page 12 of 26 pp.  
(Transferred, Retired, etc.)

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 16, 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. RAFAEL B. VERGARA, Jr. has assumed the duties and responsibilities as Administrative Assistant II (Property Custodian) of Supply and Property Management (SPM) effective July 14, 2025.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Rafael B. Vergara, Jr. as Administrative Assistant II (Property Custodian).

Done this 14th day of July 2025 in Baybay City Leyte.

  
**VIVIAN V. BALBARINO**  
Head of Office/Department/Unit

Date: July 14, 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, RAFAEL B. VERGARA Jr. of Supply and Property Management (SPM)  
having been appointed to the position of Administrative Assistant II (Property  
Custodian) 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.

  
RAFAEL B. VERGARA, Jr.  
(Signature over Printed Name  
of the Appointee)

Government ID: : Driver's License  
ID Number : H03-03-050635  
Date Issued : April 7, 2019

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Subscribed and sworn to before me this 17th day of  
July, 2025 in VSC Baybay City Leyte,  
Philippines.

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