

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.: CAROLINE B. ANDUYAN

You are hereby appointed as Administrative Assistant III (Secretary II (A)) (SG 9, Step 1)
(Position Title)

under Permanent status at the BOR & University Secretary
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of TWENTY-TWO THOUSAND TWO HUNDRED NINETEEN (P
22,219.00) pesos per month.

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

who N/A with plantilla Item No. VISCAB-ADAS3-63-2023 Page 10 of 28 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

January 10, 2025
Date of Signing

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

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(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. CAROLINE B. ANDUYAN has assumed the duties and responsibilities as ADMINISTRATIVE ASSISTANT III (SECRETARY II A) of OFFICE OF THE UNIVERSITY AND BOARD SECRETARY effective January 10, 2025.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. ANDUYAN as ADMINISTRATIVE ASSISTANT III.

Done this 10th day of January 2025 in Baybay City, Leyte.


HAZELLE VILLA-ASALDO
Head of Office/Department/Unit

Date: January 10, 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, CAROLINE B. ANDUYAN of OFFICE OF THE UNIVERSITY AND BOARD SECRETARY having been appointed to the position of ADMINISTRATIVE ASSISTANT III (SECRETARY II A) 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.


CAROLINE B. ANDUYAN
(Signature over Printed Name
of the Appointee)

Government ID: Driver's License
ID Number : H12-20-002156
Date Issued : 6/30/2020

Subscribed and sworn to before me this 10th day of January,
2025 in ViSCA, Baybay City, Leyte, Philippines.


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