

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. Elizabeth D. Pasa has assumed the duties and responsibilities as Administrative Aide VI (Clerk III) of Accounting Office effective May 13, 2025.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Pasa as Administrative Aide VI (Clerk III).

Done this 13th day of May 2025 in Baybay City Leyte



NICK FREDDY R. BELLO
Head, Accounting Office

Date: May 13, 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, Elizabeth D. Pasa of Accounting Office having been appointed to the position of Administrative Aide VI 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.


Elizabeth D. Pasa

(Signature over Printed Name
of the Appointee)

Government ID: NATIONAL ID
ID Number : 2061-4015-6213-8108
Date Issued : 06 JULY 2022

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


PROSE IVY G. YEPES

(Signature over Printed Name
of Person Administering the
Oath)

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.: ELIZABETH D. PASA

You are hereby appointed as Administrative Aide VI (Clerk III) (SG 6, Step 1)
(Position Title)

under Permanent status at the Accounting Office
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of EIGHTEEN THOUSAND NINE HUNDRED FIFTY-SEVEN

(₱ 18,957.00) pesos per month.

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

who N/A with plantilla Item No. VISCAB-ADA6- 90-2004 Page 13 of 26 pp.
(Transferred, Retired, etc.)

This appointment shall take effect on the date of signing by the appointing officer/authority.

Very truly yours,


PROSE IVY G. YEPES
Appointing Officer/Authority

May 13, 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)

SUBJECT TO TWO (2) YEARS PROBATIONARY PERIOD
per 2018 approved VSU MSP