

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.: SHEILA MARIE C. LEMOS

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

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

with a compensation rate of TWENTY THOUSAND FIVE HUNDRED THIRTY-FOUR (P 20,534.00)  
pesos per month.

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

V. who resigned with plantilla Item No. VISCAB-ADAS2-43-2004 Page 11 of 28  
(Transferred, Retired, etc.)  
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

January 02, 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. SHEILA MARIE C. LEMOS** has assumed the duties and responsibilities as Administrative Assistant II of Admissions Office effective January 2, 2015.


This certification is issued in connection with the issuance of the appointment of **Ms./Mr. Lemos** as Administrative Assistant II.

Done this 2nd day of January 2015 in Visayas State University.

  
**JOSEPH E. PADILLA**  
Head of Office/Department/Unit

Date: Jan. 2, 2015

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, SHEILA MARIE C. LEMOS of Admissions Office having been appointed to the position of Administrative Assistant 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.


  
SHEILA MARIE C. LEMOS

(Signature over Printed Name  
of the Appointee)

Government ID: VSU ID  
ID Number : V000624  
Date Issued : 03/21/24

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Subscribed and sworn to before me this 2nd day of January, 2025 in ViSCA, Baybay City, Leyte,  
Philippines.

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