

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms. **JANSEL JOI C. VILLAS** has assumed the duties and responsibilities as **Administrative Aide VI** of **Office of the Vice President for Planning and Development** effective **March 25, 2025**.

This certification is issued in connection with the issuance of the appointment of Ms. **Villas** as **Administrative Aide VI**.

Done this **25th** day of **March 2025** in **Baybay City, Leyte**.

GLENN G. PAJARES
Vice President for Planning and Development

Date: **March 25, 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, JANSEL JOI C. VILLAS of BAYBAY CITY, LEYTE 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.


JANSEL JOI C. VILLAS
(Signature over Printed Name
of the Appointee)

Government ID: VSU ID
ID Number : V1053
Date Issued : 12/01/17

Subscribed and sworn to before me this 20th day of March, 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.: JANSEL JOI C. VILLAS

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

(Position Title)

Office of the Vice President for Planning, Resource Generation &

under Permanent status at the Auxiliary Services

(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 Promotion vice N/A

(Original, Promotion, etc.)

who N/A with plantilla Item No. VISCAB-ADA6-119-2023 Page 15 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

March 25, 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)