

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.: EMELITA S. PAUSANOS

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

under Permanent status at the Supply and Property Management
(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-ADA6-102-2004 Page 39 of 42 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

July 01, 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. EMELITA S. PAUSANOS has assumed the duties and responsibilities as ADMIN AIDE VI of Supply and Property Management Office effective July 1, 2025.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. PAUSANOS as ADMIN AIDE VI.

Done this 1st day of July 2025 in Baybay City Leyte


VIVIAN V. BALBARINO
Head of Office/Department/Unit

Date: July 1, 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, EMELITA S. PAUSANOS of SUPPLY AND PROPERTY MANAGEMENT
OFFICE having been appointed to the position of ADMIN 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.


EMELITA S. PAUSANOS
(Signature over Printed Name
of the Appointee)

Government ID: VSU ID
ID Number : V02093
Date Issued : 03/01/2024

Subscribed and sworn to before me this 1st day of
July, 2025 in ViSCA Baybay City,
Philippines.


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